

BEHAVIOUR & FUNDAMENTAL VALUES POLICY

This section should be completed following ratification of the Policy.

| | |
|------------------------|--|
| Audience | Trust Leaders, All staff & All Parents |
| Ratified | July 2023 |
| Other Related Policies | Anti-Bullying Policy, Safeguarding & Child Protection Policy & Critical Incidents Policy |
| Policy Owner | Executive Team & Performance Committee |
| Review Frequency | Annually in July |

Ownership

Preston Hedges Trust is responsible for the production and maintenance of this document. It is issued by the Clerk, catherine.gautrey@prestonhedges.org to whom any change requests or queries should be directed.

Contents

| | |
|-------|---------------------------------|
| 1 | Aim |
| 2 | Positive Behaviour Management |
| 3 | Expectations of Behaviour |
| 4 | Fundamental Values |
| 5 | Unacceptable Behaviours |
| 6 | Approach to Behaviour Incidents |
| 6.1 | Stage 1 |
| 6.2 | Stage 2 |
| 6.3 | Stage 3A |
| 6.3.1 | Stage 3B |
| 6.3.2 | Stage 3C |
| 6.4 | Stage 4 |
| 7 | Suspensions and Managed Moves |
| 8 | Physical Restraint |
| 9 | Online Behaviours |
| 10 | Off-site Behaviours |
| 11 | Lunchtimes |
| 12 | Critical Incidents |
| 13 | Malicious Allegations |

| | |
|----|--------------------------------------|
| 14 | Responsibilities |
| 15 | Training |
| 16 | Pupil Support (Victim & Perpetrator) |

1. Aim

The overriding aim of the Preston Hedges Trust is to have an pro-active approach to behaviour and values within their schools, that create a strong and positive culture and ethos where inappropriate pupil behaviours are less likely to happen, and where children have an exceptionally positive attitude towards the school, their learning and others.

Through our strong values based curriculum and systems, we will promote the highest levels of citizenship to ensure that our pupils have the attitudes and approaches to be properly prepared for their future life in society. This will enable them to fulfil a positive role within society as tolerant, respectful and socially responsible young people and adults.

We begin this work with our children as soon as they enter our schools in Reception. This ensures a consistent set of expectations throughout our schools.

In line with Keeping Children Safe in Education September 2023, a copy of this policy is given to new staff and volunteers upon induction alongside other key policies.

Where there is a safeguarding concern alongside any behaviour incident, Principals will work alongside the DSL/DDSL to ensure safe and effective application of the policy including consideration to accessing external agencies.

2. Positive Behaviour Management

The following strategies are used to encourage children to behave appropriately:

- A curriculum that is tailored to the learning needs of all pupils including those with SEND.

- The provision of a positive, calm and happy environment
- Clear expectations communicated regularly.
- Praise, praise, praise.
- A positive approach taken with pupils.
- A 'values' based curriculum that encourages and rewards children for demonstrating the school's fundamental values.
- A 'values' based rewards system, which is adapted to meet the needs of the local community and appropriately reflect the age of the children.
- Rewards to recognise and celebrate children which have demonstrated that they have embodied the school's expectations and values superbly.
- Pupils' academic achievement valued through presentations and quality displays.
- Celebration assemblies that value effort and achievement in and outside of school.
- Sharing successes, however small, with other adults, parents and the wider community.

We:

- Relate in a calm and quiet manner. We do not shout at children.
- Trust, listen, give a chance, encourage, praise, and respect every child and each other.
- Treat everyone with courtesy.
- Are consistent.
- Recognise children's fears and challenges.
- Are positive and show that we care.

- Do not jump to conclusions, but deal with each incident afresh.
- Do not humiliate children.
- Do not use group punishments to highlight the behaviour of an individual
- Give access to the full curriculum at all times and do not use it as a sanction (e.g. missing PE).
- Do not use extra work as a punishment (e.g. more mathematics).
- Do not use corporal punishment under any circumstance.

3. Expectations of Behaviour

- The highest standards of politeness and courtesy.
- Respect for other people, children and adults, and their beliefs and values
- Respect for different views, race, culture, beliefs and property
- To try our best at whatever we do.
- To get on well with each other by listening to what others have to say and helping each other wherever possible.
- Respect for property of our schools and others and the wider environment.
- Support and co-operation from parents/carers in regard to our behaviour management

We regularly promote positive behaviour through bespoke Well-Being and Personal, Social and Health Education & Citizenship (PSHE) curriculum, thematic assemblies, individual, group and whole class discussions. Relationships Education is taught schools through a thorough curriculum which supports our children to prepare for the next stage of their life. In addition, we teach, practise and reinforce whole school expectations and address current issues within the class through activities and

discussions, which supports the development of the whole child. Underpinning this is our Trust Relationships Curriculum

4. Fundamental Values

Our Fundamental Values are designed to promote citizenship and equip our children with the positive behaviours required for life in modern society. The Trust recognises that each school has their own individual communities and therefore the values of each school are unique, they are decided in conjunction with the local community. The values of each school are fundamental and are interwoven into the culture and ethos of the school; they are taught and embedded through the curriculum and through focused assemblies. Each school decides how to recognise their children's achievements against the values, to reflect the uniqueness of their local community. To ensure that each local community is aware of the values and how to achieve them, information is detailed on individual school websites.

5. Unacceptable Behaviours

At Preston Hedges Trust, we have extremely high expectations of behaviour. These are reinforced throughout the school year, by using whole school assemblies to remind pupils of expectations, discussions in class to create and revisit class charters, and the use of circle time and reflection time within sessions to discuss and evaluate the expectations the school and its pupils have of themselves and others.

We believe that some behaviours are unacceptable:

- Physical violence and aggression – or the threat of this (physical intimidation)
- Fighting
- Swearing, spitting, name calling, shouting and insults
- Zero-tolerance approach to sexual violence and sexual harassment. Please see of our Safeguarding & Child Protection Policy for more information.
- Using technology to threaten, upset, humiliate or offend another person in or out of school

- Dropping litter
- Vandalism, (within the classroom and outside)
- Disturbing other people who are learning, including regular low-level disruption
- Continuous disruption to learning which occurs over time and which has a negative impact on the classroom ethos and learning
- Persistent refusal to follow adult instruction
- Verbal abuse
- Any form of bullying
- Possession of a banned item such as an offensive or lethal weapon in school, be it real or imitation, such as a knife or gun, images or an illegal substance (list in our Safeguarding Policy & Child Protection Policy)
- Racism
- Homophobic bullying or abuse
- Discriminatory behaviour

The approach of the Trust, demonstrated within all of our schools, is one of prevention and active discouragement of inappropriate behaviour and bullying through our values-based curriculum, positive behaviour systems and consistent methodologies.

Whilst every effort is made to prevent any inappropriate and unacceptable behaviour, where it does occur, the following procedures will be followed:

(The following procedures may be adapted as appropriate for individual incidents)

6. Approach to Behaviour Incidents

6.1 Children with SEND

Where pupils are identified as having Special Educational Needs (SEND), schools will consider whether the pupil understood their misbehaviour and whether it is appropriate to impose a sanction.

Where sanctions are imposed, schools will consider what support to offer following the sanction.

We will always endeavour to anticipate likely triggers of misbehaviour in such pupils and provide appropriate support.

6.2 Stage 1

Very minor incident (Teacher and Child)

A very minor incident involves a discussion between the child and a member of staff, with a reminder of school expectations, and a chance for the pupil to reflect over a full or part of a break or a lunchtime if the behaviour continues, this will progress to Stage 2.

6.3 Stage 2

Small Incident (Teacher and Parent)

This involves a one-to-one consultation between the child and a member of staff. Incidents on the playground are reported to the child's class teacher or they have noticed a pattern of behaviours within lessons. Parents are contacted and a parental visit form is completed to record this. The pupil will be given opportunity to reflect on their behaviour over a period of breaks and lunchtimes. The child's class teacher should make every effort to resolve the situation before passing it to Phase Leaders or Senior Leaders.

6.4 Stage 3A

Behaviour warranting Leadership Intervention (Phase or Senior Leader and Parent)

The child is referred to the relevant Phase Leader/Senior Leader and the child's behaviour is monitored over an agreed period of time. The child may be removed

from the situation, or the situation removed from the child, at this point if the behaviour has occurred on the playground the child may be 'zoned' for an appropriate period of time. At this stage teacher concerns are shared within the 'Pastoral' slot of a staff meeting so that all staff are briefed and can give support to the child. Parents are kept fully informed and involved. The class teacher will then have responsibility for monitoring any day-to-day arrangements which are put in place for the child.

6.4.1 Stage 3B

Behaviour warranting further Leadership Intervention and potentially external support. Assistant Principal or Principal must lead Stage 3B sanctions. (Assistant Principal or Principal and Parent)

If the child is referred again or a significant incident takes place, then the matter is reported to the Principal or other members of the school's Senior Leadership Team (where the previous stages cease to be followed). A telephone call is made to the parents informing them of the situation and inviting them to visit the school for a discussion. **This is recorded on a Parental Visit Form** where the action is recorded and a date diarised to review its success.

A pastoral support plan may be set up in consultation with the parents and child. The incident will be recorded on a **Behaviour Incident Form** and a support plan is put in place. The school will consider seeking support from appropriate external professionals or agencies if appropriate.

6.4.2 Stage 3C

Internal Report (Assistant Principal or Principal and Parent)

If the unacceptable behaviour continues and it seems that the support plan is having little effect, the child will go on report (at an age appropriate level), to a member of the school's leadership team. The child will be given clear targets as to what is expected of them. They will be monitored by the leader at the end of every lesson. It may also be appropriate for the child to undertake part of their learning outside the classroom to limit any potential disruption. Following the end of the report period the child will go on to a daily report before the sanction is removed. Parents will be asked to sign the report weekly. The school will consider seeking support from appropriate external professionals.

6.5 Stage 4

Internal Suspension and/or Part-time timetable. (Principal and Parent)

If unacceptable behaviour continues the child's provision will again be reviewed and the parents will be contacted.

If this behaviour continues during lessons an internal suspension may be given for a fixed period, or if the behaviour relates to the child's provision the individual school would consider a more appropriate, reduced timetable for that child. This would mean for a fixed period the child would only attend that school on a part-time basis in order for the school to better meet their needs. There are no specific time scales for this but the Principal of the individual school would have to consider the length of time required for the situation as appropriate, against the notion that if a child is not in school their needs are not being fulfilled.

The school will ask the Education Entitlement Services of the LA for support and to review the part time timetable. At this point, the Trust's CEO will be notified, and kept informed of future stages.

If this sanction is used on a repeated basis, the individual school and the child's parents might well want to consider whether that school was the most appropriate provision in such circumstances.

7. Suspension and Managed Moves

The Government and LA suspension procedures will be adopted.

When one of the Trust's schools suspends a child for a fixed period, this will be followed by a reintegration meeting that will be held at that school, prior to the child's return; parents will be expected to attend.

The Principal of a school may also, in extreme circumstances, suspend a pupil without prior completion of all the above stages. Parents have the right of appeal to the Trust Appeals Committee in relation to any suspension which is always seen as a last resort.

Behaviour, discipline and suspensions will be reported to the CEO and the Performance Committee of the Trust.

In instances where a Trust school feels that it would be entirely inappropriate for a child to continue at the school, the Principal would offer the child's parents the possibility of a managed move to a different school outside of the Trust.

Managed moves are an alternative to permanent suspension. They are subject to review, usually after half a term. All managed moves initiated by the Principal must be agreed by the CEO and Performance Committee and have the consent from all involved parties.

8. Physical Restraint

Please see our Physical Intervention Policy for detailed overview of our approach to Physical Intervention.

9. Online Behaviours

In the event that inappropriate behaviour towards another has taken place using technology, the school will follow the procedure detailed in the Antibullying policy and Online safety Policy to support actions which may ultimately be taken under this policy. The school has a right to follow the procedures detailed in the stages above, even if the event took place on personal technology used outside of school

10. Off-site Behaviours

Our approach to behaviour incidents may also be applied where a child has misbehaved off-site when representing the school. This means misbehaviour when the child is:

- Taking part in any school-organised or school-related activity (e.g. school trips)
- Travelling to or from school
- Wearing school uniform
- In any other way identifiable as a pupil of our school

Our approach may also be applied where a pupil has misbehaved off-site at any time, whether or not the conditions above apply, if the misbehaviour:

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

Our Behaviour and Fundamental Values Policy will only be applied on school premises or elsewhere when the child is under the lawful control of the staff member (e.g. on a school-organised trip).

11. Lunchtimes

The same expectations will apply to lunchtimes, with the school expecting the same standards of behaviour, with the appropriate points in the stages above being applied.

If the behaviour is persistent at lunchtime a fixed term suspension from lunchtimes may well be given, with a reintegration meeting arranged with the parents and child following the conclusion of the suspension. This meeting occurs before the child can return to a school at lunchtimes so that all concerned understand that a repeat of the behaviour could result in permanent suspension from lunchtimes, although this can only be a maximum of 15 days.

12. Malicious Allegations

Where a child makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the school will discipline the child in accordance with this policy.

Where a child makes an allegation of sexual violence or sexual harassment against another child and that allegation is shown to have been deliberately invented or malicious, the school will discipline the pupil in accordance with this policy. Further information on this matter can be found in our Child Protection & Safeguarding Policy.

In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the school (in collaboration with the local authority designated officer, where relevant) will consider whether the pupil who made the allegation is in need of help, or the allegation may have been a cry for help. If so, an appropriate referral may be appropriate.

The school will also consider the pastoral needs of staff and pupils accused of misconduct.

All complaints against staff will be dealt with in accordance with the trust Complaints Procedure.

13. Critical Incidents

If a critical incident stems from a significant breach of the Trust's Behaviour Policy, the Trust's Planned Response within its Critical Incident Policy will be adopted. In such instances other agencies such as the police may assume overall management of the incident. At all times in such circumstances, the individual school's Leadership Team will work together with support of the Trust. The community should be aware that if the incident was related to unacceptable behaviour, we will use this policy following the management of the incident.

14. Responsibilities

The Trust Performance Committee are responsible for monitoring significant incidents of behaviour that occur and reviewing the effectiveness of this policy.

An overview of significant behaviour incidents at each school will be provided to the Committee at each meeting by the CEO.

Each school should maintain behaviour and racist incident logs which are checked and signed by the CEO termly. The log should contain details of any incidents at Stage 4 and above.

Complaints about behaviour will be dealt with in accordance with the Trust Complaints Procedure.

The Principal is responsible for the implementation of this policy and for ensuring that procedures outlined are followed. They will ensure that all children know our behaviour expectations and values.

The Principal will ensure that all staff receive sufficient training to be able to fulfil our positive behaviour management expectations and that staff are also equipped to deal with behaviour incidents.

The Senior Leadership team of the school will regularly analyse behaviour patterns within their school.

This embedded analysis of data enables leaders to respond strategically to trends and patterns by putting in place actions to address them.

Staff are responsible for the well-being of pupils in their care and for following up incidents of behaviour and recording and reporting to Senior leaders. Staff must support all children in their care, establishing a climate of trust and respect for all. By praising, rewarding, and celebrating the success of all children, we aim to prevent inappropriate behaviour

The Preston Hedges Trust is proud of our children and the way that they behave.

15. Training

Our staff are provided with training on managing behaviour as part of their induction process.

If required staff will be provided with specific restraint training.

All leaders within school are available at any time to provide support and advice in relation to behaviour management.

This will also form part of continuing professional development.

16. Pupil Support (Victim & Perpetrator)

The Trust recognises its legal duty under the Equality Act 2010 to prevent pupils with a protected characteristic from being at a disadvantage. Consequently, our approach to challenging behaviour may be differentiated to cater to the needs of the pupil.

The Leadership team of each school will evaluate a pupil who exhibits challenging behaviour to determine whether they have any underlying needs that are not currently being met.

Where necessary, support and advice will also be sought from specialist teachers, an educational psychologist, medical practitioners and/or others, to identify or support specific needs.

When acute needs are identified in a pupil, we will liaise with external agencies and plan support programmes for that child. We will work with parents to create the plan and review it on a regular basis.

The school will anticipate likely triggers of misbehaviour and put in place support to try to prevent them.

The school will always ensure that support is provided not only for the perpetrator of any incidents but for the victim too.

The victim in any situation will always be treated with support and respect and school leaders will take steps to ensure that they feel safe and supported.

These might include:

- A named adult/leader/member of the Safeguarding or pastoral team to provide 1:1 support through regular drop ins or pastoral support.
- A review of any areas of school or times in the day where they do not feel safe or supported with a trusted adult.
- Reassurance from a trusted adult/appropriate staff member to affirm to them that they were the victim and that school leaders have taken steps to ensure this will not happen again.

Where appropriate school leaders will follow the Safeguarding and Child Protection Policy to ensure any additional concerns and support are provided by external services.

The school will also seek to provide any support internally or from external professionals which are requested by the family.