

# Behaviour Policy

St Clare Catholic Multi Academy Trust

St Catherine's Catholic Primary School

Firshill Crescent, Sheffield, S4 7BX



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Last reviewed on: January 2024

Next review due by: September 2024

## **Mission Statement**

Our mission is to behave in the way that Jesus taught us. He said,

“I have set you an example that you learn that you are all equal, the master is no more important than the servant, and that you should behave kindly and humbly towards each other.”

## **Policy statement**

St Catherine’s Catholic Primary school is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides staff to teach self-discipline and it echoes our core values and mission statement with an emphasis on respectful behaviour and a partnership approach.

## **Aim of the policy**

- To ensure a culture of exceptionally good behaviour: for learning, for community and for life
- To promote good relationships and ensure that all learners are treated fairly and shown respect
- To refuse to give learners attention and importance for poor conduct
- To help learners take control over their behaviour and be responsible for the consequences of it
- To build a community that values kindness, care, good humour, good temper, obedience and empathy for others
- To promote community coherence through improved relationships
- To ensure that excellent behaviour is a minimum expectation for all

## **Purpose of the policy**

To provide simple, practical procedures for staff and learners that:

- Recognise behavioural norms
- Positively reinforce behavioural norms
- Promote self-esteem and self-discipline
- Teach appropriate behaviour through positive interactions and interventions

## **Leadership and management**

All staff are responsible for promoting positive behaviour. The following staff are responsible for overseeing behaviour across school:

- Fiona Rigby (Executive Headteacher)
- Jonathan Lear (Deputy Headteacher)
- Tricia Redfern (Head of School)
- Jheni Weir (Assistant Headteacher)
- Emma Porter (EYFS Lead)
- Anni Winterbottom (Learning Mentor)

Behaviour incidents are recorded using CPOMS; whenever the behaviour category is selected, the individuals listed above are alerted so that they are able to respond appropriately.

Specific responsibilities are listed in Appendix 1

## **Consistency in practice**

Consistency is at the heart of developing exemplary behaviour. This lies in the behaviour of adults and not simply in the application of procedure. Our aim is to develop a consistency that ripples through every interaction on behaviour – where learners feel treated as valued individuals they respect adults and accept their authority.

All staff, every day:

- Greet children warmly, model positive behaviours and build relationships
- Respond calmly and give 'take up time'. Prevention before sanctions
- Follow up every time, retain ownership and engage in reflective dialogue with learners

Rules:

These are the rules on which everyone agrees – all staff have the responsibility to apply these rules in a fair, impartial and consistent manner.

- We show respect to others and our environment
- We do as we are asked the first time
- We show that we are ready to learn

Positive reinforcement:

- We recognise that using positive language is key to developing a positive atmosphere
- We use routines and systems throughout school to reinforce and encourage appropriate behaviour – we praise the behaviour we want to see
- We recognise and reward learners who go 'over and above' our standards<sup>1</sup>

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<sup>1</sup> Extrinsic reward systems are used to encourage good conduct. These should be simple, manageable, age appropriate and must be used consistently.

## Managing and modifying poor behaviour:

Learners are responsible for their behaviour. Staff will use the steps in behaviour for dealing with poor conduct and will do so without delegating.

Redirection	e.g. Proximity: Move closer to the learner.  Proximity praise: Comment on the good behaviour of others who are close to the learner.  Non-verbal: Make eye contact with the learner, refer to the zones of regulation (whole class or group).
Reminder	A clear verbal reminder of the expectations delivered privately (if possible) to the learner – state behaviour, redirect and give take up time – the learner has a choice to do the right thing:  <i>‘Jamie, you’re talking, you need to get on with your work. Thank you.’</i>
Warning	A clear verbal warning delivered privately (if possible) to the learner. Outline the consequences if they continue – the learner has a choice to do the right thing:.*  <i>‘Jamie, you’re still talking, that’s a warning. If you continue it will be a time out. You need to get on with your work. Thank you.’</i>
Time-out	The learner is asked to speak to the teacher away from the other children. Boundaries are reset, the learner is asked to reflect on their next step, and they are reminded of their previous (positive) conduct/attitude/learning. The learner is given a final opportunity to reengage with learning/follow instructions.*

\*A warning and time-out are also recorded in the class behaviour book

All learners must be given ‘take up time’ between steps. It is not possible to leap steps or accelerate steps for repeated low-level disruption. Secondary behaviours<sup>2</sup> are ignored and noted down to be followed up later.

If the steps above are unsuccessful, or a learner refuses to take a time out, then the learner will be asked to leave the room. If appropriate, a member of SLT will escort the learner to a workspace outside the classroom. All cases of a learner being asked to leave the classroom must be recorded on CPOMS by the class teacher/adult.

Following removal from the classroom, the staff member involved will take responsibility for a restorative conversation: (SLT will support when requested)

- What happened?
- What has the learner thought since?
- What behaviour will be shown next time?
- Reminder of previous good conduct/attitude/learning

<sup>2</sup> E.g. Tutting, rolling eyes, muttering under their breath etc.

Learners may have their behaviour monitored by teachers to show progress towards agreed targets. We make sure that this is done discretely – we do not advertise poor behaviour or give public acknowledgement to those who choose not to meet our high standards.

If learners continue to display poor conduct over time, a formal meeting is arranged with the teacher, the learner, a member of SLT and parents. Support (see Appendix 2) is discussed and targets are agreed that will be monitored over the course of two weeks. All formal meetings are recorded on CPOMS

Consequences:

When appropriate, the following consequences can be given as a result of poor conduct:

- Loss of playtime
- Loss of lunchtime
- Removal from class<sup>3</sup>

These sanctions may be accompanied by a letter to parents and must be recorded on CPOMS.

A serious or persistent breach of the schools behaviour policy may result in permanent exclusion. The school follows the statutory guidance as set out by the Department for Education.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1181584/Suspension\\_and\\_permanent\\_exclusion\\_guidance\\_september\\_23.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181584/Suspension_and_permanent_exclusion_guidance_september_23.pdf)

The decision to exclude the student will be taken in the following circumstances:

- In response to a serious breach of the school rules as described in the list below;
- If allowing the student to remain in school would seriously harm the education or welfare of the students or other in the school.

The decision to exclude is made by the Executive Headteacher.

Suspension is an extreme sanction and is only administered by the Executive Headteacher, Head of School and, in their absence, by the Deputy Headteacher. Suspension or exclusion may be used for any of the following, all of which constitute unacceptable conduct and are infringements of the school rules.

- Verbal or written abuse towards students or staff: this category also includes offensive language and/or threats of violence directed at students via social networking sites or other forms of electronic communication

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<sup>3</sup> In addition to the inclusion of removal as a step in managing behaviour, removal from class can also be used as a sanction. If it is deemed appropriate, removal will be used as a short-term provision in order that learning and teaching for the majority of pupils can continue uninterrupted. Any period of removal should be for the shortest time possible and will be supervised by a member of SLT. The decision to employ this provision will be made by a member of the SLT and shared with parents.

- The use of electronic technology to record, without the permission of a member of staff, images of buildings, students or staff of St Catherine's School, irrespective of location
- Sustained acts of bullying, including 'cyber' bullying
- Use of prejudiced and discriminatory language
- Physical abuse to staff or students
- Indecent behaviour
- Vandalism or wilful damage to property
- Being in possession of illegal drugs; also to include alcohol
- Supplying illegal drugs to others
- Misuse of other substances
- Theft
- Violence against another student or a member of staff
- Threatening violence towards another student or member of staff
- Orchestrating violence between other students
- Sexual abuse or assault
- Carrying an offensive weapon\*.
- Arson
- Dangerous behaviour which may harm a student or member of staff
- Unacceptable behaviour which has previously been reported and for which School sanctions and other interventions have not been successful in modifying the student's behaviour
- Acting in a manner which brings the school's reputation into disrepute

This is not an exhaustive list and there may be other situations where the Executive Headteacher makes the judgement that exclusion is an appropriate sanction.

There are two types of exclusion; suspension, with a usual duration of one to five days depending upon the severity of the student's action, or permanent.

The decision to exclude a student permanently is a serious one. There are two main types of situation in which permanent exclusion may be considered.

The first is a final, formal step in a concerted process for dealing with disciplinary offences following the use of a wide range of other strategies which have been used without success. It is an acknowledgement that all available strategies have been exhausted and is used as a last resort.

The second is when there are exceptional circumstances and it is not appropriate to implement behaviour modification strategies: in such situations the decision may be made to permanently exclude a student for a first or 'one off' offence.

The School will consider police involvement for any of the above offences for children over the age of criminal responsibility.

*\* Offensive weapons are defined in the Prevention of Crime Act 1953 as "any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him or some other person."*

As a school we aim to meet with all parents/carers and their child following a suspension for a re-integration meeting prior to their return to school.

Child on child abuse:

Incidents of child on child abuse are recorded using the following categories on CPOMS:

- Verbal abuse
- Physical abuse
- Sexualised language
- Sexualised behaviour
- Bullying

When any of the above categories are selected, senior leaders are alerted so that they can conduct an investigation and take action where appropriate. (See Anti-bullying policy)

Measures to prevent child on child abuse:

Curriculum: Our curriculum promotes positive and healthy relationships – this is evident in all that we do. Specific aspects of relationships are taught through PSHE including physical and emotional well-being, strong emotions, private parts of the body and personal relationships. This work is supported by assemblies that deal with specific areas such as bullying and online behaviour.

Staff induction, development and support:

All new staff are given a comprehensive induction into school behaviour approaches, systems and routines. Senior leaders greet children at the gate and are an active presence throughout school so that staff and children feel supported. Ongoing professional development is tailored so that staff broaden their knowledge, understanding and practice when dealing with both commonplace and complex behaviours. As a school, we deliver 'in-house' training along with using external providers to draw upon outside expertise.

## ***Appendix 1:***

Specific responsibilities:

Jonathan Lear: Behaviour support cards

Behaviour support cards are designed to promote positive learning behaviours in the classroom. They are used over a three-week period and break down the school day into smaller more manageable sessions which enable targets to be set for the children. Parents are informed about the decision to use a behaviour support card and the child's success is communicated with parents on a weekly basis.

Anni Winterbottom: Behavioural support

As learning mentor, Anni Winterbottom leads on a range of intervention and strategies that support positive behaviour. These include planned and timetables activities with specific children and ongoing support for other staff in approaches such as Zones of regulation and Five-Point-Scale. (See appendix 2 for full list of approaches)

Emma Sefton: EYFS

Emma has responsibility for overseeing behaviour in EYFS

## ***Appendix 2:***

Support is tailored to the needs of the child and can consist of one or more of the following strategies and interventions:

- Zones of regulation
- Individualised Five-Point Scale
- Use of PIL (Post Incident Learning)
- Resilience group (intervention)
- Social group (intervention)
- Lego Therapy (intervention)
- Behaviour support card
- Positive Behaviour Plan
- Positive Handling Plan
- Cognitive behavioural therapy (CBT)
- Early Help Assessment Part 1 (External services including MAST)
- Parenting workshops, seminars and discussion groups (Sheffield Parenting Hub)

Any support is discussed and agreed in advance.

*Related Documents:*

*Anti-Bullying Policy*  
*Equality Statement*  
*SEND Policy*