

West Sussex County Council



Headteacher: Mr Julian Rose

Behaviour Policy

Policy Status	Statutory
Governing Body Approval	October 2015
Ownership	Quality and Standards Committee
Date for Review	November 2018

BEHAVIOUR POLICY

What is Behaviour?

Behaviour is the way members of the school community interact with and respond to different people and situations.

Principles

- Respect is shown to all members of the school community, to properties and to the environment
- Positive behaviour is recognised and encouraged
- Behaviour which affects the rights of others to learn and work together is not acceptable
- Bullying in any form is not tolerated
- Constructive sanctions are employed if these principles are broken

Aims

To create an environment in which:

- children have a strong positive respect for themselves and others
- successful teaching and learning takes place
- children feel valued and safe
- appropriate behaviour contributes to the well being of the school community

To fulfil these aims staff:

- are consistent in their management of behaviour
- emphasise politeness, kindness and mutual respect
- recognise and value individual achievements and contributions
- encourage children to be responsible for their own personal conduct
- liaise with parents regarding their child's behaviour

Strategies

1. Playground policy- appendix 1
2. Anti- bullying Policy – appendix 2
3. Dealing with inappropriate behaviour-appendix 3

INCIDENTS ON THE PLAYGROUND

- THE DUTY TEACHER / SUPERVISOR WILL DEAL WITH MINOR INCIDENTS IN LINE WITH THE SCHOOL BEHAVIOUR POLICY. This may include 'time out' sitting on one of the benches to cool down before rejoining games.
- For repeated incidents involving hitting, kicking or rudeness, children will be removed from the playground for a set number of days.
- If the incidents are of a violent physical nature, one warning will be issued and in the event of a further incident during the following week, the head teacher will ask the parents for a meeting to discuss their child's behaviour.
- Names of those offending will be recorded on the agreed form and data collected electronically. This will be reviewed monthly by the school leadership team so that patterns of behaviour can be identified and addressed.
- At playtimes these children will stand on the playground by the wall and at lunch-times they will work with Head teacher.
- If children query lunch-time supervisors decisions in any way they will be immediately recorded in the book and reported to Head teacher as it is not our policy to respond in any way to inappropriate comments to members of staff.
- If behaviour is repeated parents will be informed and there will be a weeks suspension from the playgrounds.
- All of these behaviours will be recorded in the duty book.
- Lunchtime supervisors will report incidents of concern to Head teacher as they arise.
- In the case of any major incident all children involved will have the opportunity to express their views in order for Head teacher to piece together the full picture.
- Head teacher will hold bi-weekly meetings with the lunchtime's supervisors to discuss problems and matters arising.

PLAYTIME ACTIVITIES AND EQUIPMENT

- When dry all year groups will use the field or back playground
- When dry ball games will be confined to the far end of the field
- Two medium sized balls will be provided for football and two for basketball.
 - If these balls are lost at any point in the week they will not be replaced.
 - If footballs are lost the children left without a ball will NOT take over the basketball or use other balls
- Tennis racquets and balls, and other small ball equipment will also be provided.
- Lunchtime supervisors will be responsible for the handing out and storage of the equipment.
- Skipping ropes will be available for the front playground.
- The supervisors are encouraged to organize games with the children

APPENDIX 1

PLAYGROUND POLICY

SUPERVISION

- The headteacher will open the gates and greet the children on the front playground from 8.35 in the morning and children will enter school on arrival from that time;
- One member of staff will be on duty on each playground at playtime with another member of staff available to administer first aid;
- At lunchtime there are 5 supervisors. 2 are based in the dining hall and the remaining 3 on outside duty;
- In good weather, children eat their lunch outside.

PROCEDURES

- From 8.35 children will go straight to their classrooms.
- Parents of years 1-5 will not enter school at this time.
- The Reception children will enter class through the side door and parents may accompany them.
- At the end of playtime teachers lead their classes in.
- At 12.50pm the lunch-time supervisors will blow a whistle to alert children to the need to tidy equipment away. The second whistle will be blown at 1.00 pm and teachers will stand at classroom doors while children walk to their rooms overseen by lunchtime supervisors.
- Children will be given a 'pass card by the supervisors to gain access to the toilets at lunch – times.
- Children may not be in the classrooms unless a class teacher or lunch – time supervisor, supervises them.
- In fine weather when children are on the field one whistle will be blown to stand still and a second for them all to walk in quietly.

WET PLAYTIMES

- Class teachers will ensure the lunch – time supervisors are aware of the activities open to children (games, paper etc).

ACCIDENTS ON THE PLAYGROUND

- The floating duty teacher or lunch – time first-aiders, will deal with minor cuts and grazes.
- Any bumps to the head will be reported to the office and the parents contacted. Head teacher / SMM will be informed to take the decision to send the child home.
- If a child falls and a member of staff has any concerns about serious injury THE CHILD SHOULD NOT BE MOVED. Send for Head teacher / SMM immediately.
- The senior lunchtime supervisor is responsible for informing teachers if a child has been sent home or is unwell.

ANTI BULLYING POLICY (STARS policy)

Bullying is:

Persistent, deliberate and malicious behaviour, which causes a person to be upset or hurt.

Bullying can be:

- Being called names
- Being teased
- Being pushed or pulled about
- Being hit or attacked
- Having your bag or other possessions thrown around
- Having rumours spread about you and your family
- Being ignored or left out
- Being forced to hand over money or possessions

Bullying is not when children fall out or don't get on with one another and is usually conducted over a period of time.

The aims of the policy are to:

- Prevent bullying
- Encourage everyone in school to take responsibility for preventing and stopping bullying
- Offer children who have been bullied comfort and support
- Encourage and support bullies to change their behaviour
- Ensure that all children will feel confident that they will be believed and that it is important to tell

Parents may:

- Be asked to come into school to discuss incidents of bullying
- Be asked to be involved in any monitoring procedures set up by the school
- Parents can expect:
- To be informed if their child is bullied
- To be informed if their child is involved in bullying others
- Expect the school to take appropriate action when incidents of bullying are seen or reported

Children can expect:

- To be safe from bullying during their time at school
- To be listened to if they report any bullying and to have it investigated
- Action to be taken against those responsible for bullying
- To be treated fairly
- Children are expected to:
- Discuss and report incidents of bullying knowing it will be treated seriously
- To encourage bullies and those being bullied to talk to grown ups
- To treat others with care and respect

Staff are expected to:

- Follow the agreed policy
- Actively discourage all forms of bullying
- LISTEN, BELIEVE, ACT

Strategy for dealing with bullying

The following is a list of actions available to staff depending on the perceived seriousness of the situation. The emphasis is always on a caring, listening approach as bullies are often victims too – that is why they bully.

- Discussions at length with the victim. This will require patience and understanding. Remember – Listen, Believe, Act
- Identify the bully/bullies. Obtain witnesses if possible
- Discussions with the bully. Confront them with the details and ask them to tell the truth about the situation/incident. Make it clear that bullying is not acceptable
- If they own up then follow the procedure outlines below and in the Discipline Policy
- If they do not own up, investigate further. If it is clear that they are lying, continue with procedure. Children usually own up if presented with all the facts
- Separate discussions with parents of bully and victim
- Sanctions for the bully may include withdrawal from favoured activities (not lessons), loss of playtimes, exclusions from school during lunchtimes, exclusions from school, depending on the perceived severity of the incident(s)
- It should be noted that only the Headteacher, or Deputy Headteacher in his/her absence, can make the decision to exclude
- Continue monitoring the situation by observing at playtimes/lunchtimes and having discussions with victim to ensure no repetition
- As the behaviour of the bully (hopefully) improves, then favoured activities etc can be reinstated, and the child should be praised for good behaviour. This will rebuild the child's self-esteem, which may have been damaged after being caught bullying, or could have been low anyway, hence the bullying

The principles of this statement have been agreed by all schools in the family group.

APPENDIX 3

DEALING WITH INAPPROPRIATE BEHAVIOUR

The vast majority of children follow the school rules nearly all the time, however, when they do behave inappropriately we have 6 clear steps.

Step 1

Remind the child about appropriate behaviour

Step 2

The child will be given a verbal reminder / name on board

Step 3

The child will be given time out in the classroom or in annex/ central area for an agreed period of time.

Step 4

The child will be sent to another classroom as agreed between staff.

Step 5

If isolation does not work, or the behaviour persists over a period of time HD or JR will speak to the child, and either:-

- the Headteacher will inform parents personally or by telephone. A record of the talk will be made, and the class teacher, if not present, will be kept in the picture.
- The class teacher informs the parents. They will also inform the Head teacher, who will advise and may decide to be present if an interview takes place.

If a child reaches Step 5 then a behaviour log may be set up by the class teacher.

There will be a small minority of pupils who will be on a behaviour log and may need ongoing support and counselling. It may well be deemed appropriate to set up a behaviour contract and/or a report book to monitor targets agreed and keep parents informed of progress.

Step 6

In a very small number of cases the option of EXCLUSION (from school) will be taken. Parents will be informed BEFORE any action is taken, and the Chair of Governors will be told immediately of any decisions taken.

N.B.

Very rarely, some incidents may be so serious that Stage 6 would be the most appropriate action to be taken. ie if a child was abusive to a member of staff.