

West Sussex County Council



Headteacher: Miss Helen Drummond

Behaviour Policy

Policy Status	Statutory
Governing Body Approval	4 May 2022
Ownership	Quality and Standards Committee
Date for Review	30 May 2024

BEHAVIOUR POLICY

“Those who know they're valued irrespective of their accomplishments often end up accomplishing quite a lot. It's the experience of being accepted without conditions that helps people develop a healthy confidence in themselves, a belief that it's safe to take risks and try new things.”

-- **Alfie Kohn**

What is Behaviour?

Behaviour is the way members of the school community interact with and respond to different people and situations. It relies heavily on excellent relationships.

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
- are known well to the children in their charge

Strategies

1. Playground policy- appendix 1
2. Anti- bullying Policy – appendix 2
3. Dealing with inappropriate behaviour FLOW CHART-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 re-joining games.

An incident will be deemed to be serious when:

- deliberate harm has been caused to another person;
- deliberate damage has been caused to property;
- Language has been used which is discriminatory or derogatory, such as racist, anti-faith, homophobic, etc
- it is related to the persistent targeting of an individual or a group-bullying;
- there has been rudeness to an adult;
- children are putting themselves in danger.

In all cases, adults will follow the agreed **behaviour flowchart (appendix 3)**. Records of incidents will be kept using CPOMS so that it is possible to accurately track behaviour trends and all those involved are aware.

INCIDENTS IN CLASSROOMS

These are rare but where they occur or there is low level disruption, the teacher will record names on the board and use time out from play as a consequence. If there is a recurrence of the behaviour, the teacher will follow the flow chart outlined in appendix 3 (including ensuring all adults know those children who have an individual behaviour plan and what is in it).

PLAYTIME ACTIVITIES AND EQUIPMENT

- 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, or an alternate member of staff when necessary, 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;
- At least one member of staff will be on duty to administer first aid;
- At lunchtime there are at least 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 1-6 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. Class teachers will then take over for the last ten minutes of lunchtime before taking children in to class or assembly.
- 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 with a class teacher or a 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 and all of these will be recorded on CPOMS
- 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.

APPENDIX 2

ANTI BULLYING POLICY (STARS Locality Schools 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
- Record all information on CPOMS

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.



Behaviour Policy Flowchart Summer 2022

Behaviour incident is considered **serious** because child has:

- Deliberately hurt another person, including an adult
- Deliberately damaged property
- Used language or actions that are racist, anti-faith, homophobic or other discriminatory language
- Bullying has taken place
- Rudeness has been shown to an adult (inc. 'backchat');
- Put themselves in danger

INDIVIDUAL BEHAVIOUR PLAN?

NO INDIVIDUAL BEHAVIOUR PLAN?

Individual Behaviour plan already in place?
Update CPOMS with incident information
 Follow the plan exactly – included scripted language
 This may include a fixed term exclusion in order to rewrite plan if the plan isn't working

Incident is investigated and CPOMS updated by adult
 Child is given **time out + conversation then time to reflect + apologise**
HD/HW tracks with CPOMS

NO FURTHER INCIDENT

ANOTHER INCIDENT WITHIN A WEEK

No further action

CPOMS updated
Leadership involvement
 Letter/phone call home
 Time out with leadership

NO FURTHER INCIDENT

BEHAVIOUR PERSISTS

No further action

CPOMS updated
 Parents invited in to discuss the behaviour and **individual behaviour plan** is drawn up

NO FURTHER INCIDENT OVER TIME

BEHAVIOUR STILL PERSISTS

No further action – indiv. plan filed

CPOMS updated
 Fixed term exclusion from school **to give time to revisit and rewrite plan**

Summer 2022 update