



METROPOLITAN BOROUGH OF CALDERDALE

# Woodhouse Primary School

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## MANAGEMENT AND GOVERNANCE DOCUMENTATION

### DISCIPLINE STATEMENT AND BEHAVIOUR POLICY

	Date	Chair of Governors	Headteacher
Reviewed	July 2010		
Reviewed	December 2010		
Reviewed	July 2014		
Reviewed	July 2016		
Reviewed	November 2016		
Reviewed	June 2018		
Reviewed	October 2020		
Reviewed	May 2021		
Reviewed	November 2022		



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MANAGEMENT AND GOVERNANCE DOCUMENTATION  
BEHAVIOUR STATEMENT - NOVEMBER 2022

**Statement of General Principles for Behaviour**

The purpose of this statement is to provide strategic guidance for the head teacher in determining the school's behaviour policy so that it clearly reflects the shared aspirations of governors, staff and parents for pupils at Woodhouse Primary School and takes full account of legislative guidance on behaviour matters.

It is intended to ensure that staff are aware of, and understand, the extent of their powers in respect of discipline and implementation of agreed sanctions. Staff can therefore be confident of governors' support when following this guidance.

**PRINCIPLES**

***The governors of Woodhouse Primary School believe that:***

- High standards of behaviour are at the heart of a successful school so that all children make the best possible progress in their academic and personal development
- Teachers and classroom support staff must be able to teach and promote consistently good learning without undue interruption or harassment
- All children, staff, parents and governors have the right to feel safe at all times in school so there should be mutual respect between all members of the school community
- Woodhouse Primary School is an inclusive school so all members of our community should be free from discrimination of any sort. The school must therefore have a clear Anti-Bullying Policy that is known and understood by all, consistently applied, monitored and, where appropriate, incidents recorded. Measures to protect children, staff, parents and governors from bullying as a result of gender, race, religion, ability, sexual orientation or background must be clearly set out in the policy and regularly monitored for their effective implementation
- The school's legal duties under the Equality Act 2010 in respect of safeguarding children with special needs and all vulnerable children should be identified within the Behaviour Policy and made known to all staff
- Parents and carers should be encouraged and helped to support their children's education, just as children should be taught to understand their responsibilities during their time at school and in the local community.
- Our school rules should be clearly stated in the Behaviour Policy and should set out the expected standards of behaviour; be displayed in all classrooms and throughout school; be devised, shared and explained to children. The governors expect these rules to be consistently applied by all staff and regularly monitored for their effectiveness, although it is recognised that children with multiple, complex needs may need application to be suitably differentiated
- Governors expect to see a range of rewards, consistently and fairly applied in such a way as to encourage and reward good behaviour in the classroom and elsewhere. These should be made clear in the Behaviour Policy and be regularly monitored for their consistent, fair application and effectiveness. However, it is recognised that pupils with highly complex needs may have an additional and/or differing range of rewards, possibly applied over a shorter time scale.

- Sanctions for unacceptable behaviour should be known and understood by all staff and children. Whilst these should be consistently applied, there must be some flexibility to enable staff to take into account the differing needs and emotional circumstances of our children. The full range of sanctions should be clearly described in the Behaviour Policy so that children, staff and parents can understand how and when they are applied
- Governors believe that exclusion must only be used as a very last resort unless there is significant risk of harm. Unofficial exclusions are illegal and must be avoided

***The governors expect the head teacher to include the following in some detail in the Behaviour Policy:***

- The power to use reasonable force or make other physical contact and the situations in which reasonable force may be used (including removing disruptive pupils from classrooms or preventing them from leaving). A definition of reasonable force should be ascertained which should explain how and when a child may be restrained. Governors would then expect staff to be trained in the use of reasonable force and restraint.
- The power to discipline outside the school gates, which covers the school's response to all non-criminal poor behaviour and bullying that occurs anywhere off the school premises. The governors must be satisfied that the measures proposed by the head teacher are lawful and that staff and children know the sanctions that can be applied in these circumstances.

# Behaviour Policy

## 1. Ethos

High standards of behaviour and excellent attitudes to learning are at the heart of Woodhouse Primary School in order to ensure that all pupils make the best possible progress both personally and academically. Effective behaviour management is essential to the smooth running of our school and in the creation of an environment where everyone's rights and responsibilities are addressed. The Governors and Staff of Woodhouse Primary School believe self-discipline and self-control are the best solution to all issues of behaviour management.

## 2. Aims

**This policy aims to:**

- 1) Establish a whole-school approach to maintaining high standards of behaviour that reflect the values of the school
- 2) Create a positive culture that promotes excellent behaviour, self – discipline, tolerance and respect
- 3) Ensure that all pupils have the opportunity to learn in a calm, safe and supportive environment
- 4) Encourage and enable pupils to take ownership of their behaviour
- 5) Promote the good conduct of the majority of our pupils and modify pupil conduct when appropriate
- 6) Outline the expectations for pupils' behaviour
- 7) Define what is considered to be unacceptable behaviour and implement a consistent approach in dealing with such behaviour

## **3. Legislation, statutory requirements and statutory guidance**

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

- [Behaviour and discipline in schools: advice for headteachers and school staff, 2016](#)
- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation at school 2018](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Exclusion from maintained schools, academies and pupil referral units in England 2017](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - 2022](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice.](#)
- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88 to 94 of the [Education and Inspections Act 2006](#), which requires schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property
- [DfE guidance](#) that maintained schools must publish their behaviour policy online

### **3. Definitions**

**Misbehaviour** is defined as:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork
- Poor attitude
- Breach of the school rules

**Serious misbehaviour** is defined as:

- Repeated breaches of the school rules
- Any form of bullying (details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy)
- Child on Child Abuse including sexual violence and sexual harassment (including online) including sexual comments, jokes or taunting, physical behaviour (details of our school's approach to preventing and addressing child on child abuse are set out in Safeguarding policy and child protection procedures)
- Vandalism
- Theft
- Aggressive behaviour
- Smoking
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These are:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco and cigarette papers
  - Fireworks
  - Pornographic images
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

### **5. Roles and Responsibilities**

To enable the policy to be effective, there are expectations of the different partners within the school community.

***Governors will be expected to:-***

- i. Review and approve the written statement of behaviour principles and this behaviour policy in conjunction with the Headteacher
- ii. Create a physically safe and pleasant environment;
- iii. Form good relationships with staff and parents so that children can see the key adults in their lives working in partnership;
- iv. Ensure that this policy is working in practice, monitor its effectiveness and hold the headteacher to account for its implementation

**The Headteacher will be responsible for:-**

- i) Reviewing the written statement of behaviour principles and this policy in conjunction with Governors
- ii) Ensuring that the school environment encourages positive behaviour
- iii) Ensuring that staff deal effectively with poor behaviour
- iv) Monitoring that the policy is implemented by staff consistently with all groups of pupils
- v) Ensuring that all staff understand the behavioural expectations and the importance of maintaining them
- vi) Providing new staff with a clear induction into the school's behavioural culture to ensure they understand its rules and routines, and how best to support all pupils to participate fully
- vii) Offering appropriate training in behaviour management, and the impact of special educational needs and disabilities (SEND) and mental health needs on behaviour, to any staff who require it, so they can fulfil their duties set out in this policy
- viii) Ensuring this policy works alongside the safeguarding policy to offer pupils both sanctions and support when necessary
- ix) Ensuring that the data from the behaviour log is reviewed regularly, to make sure that no groups of pupils are being disproportionately impacted by this policy

**Staff will be expected to:-**

- i. Create a calm, safe and pleasant environment, physically and emotionally;
- ii. Establish and maintain clear boundaries for behaviour;
- iii. Implement the behaviour policy by enforcing the school rules and sanctions clearly and consistently;
- iv. Communicate the school's standards, expectations, values and routines in every interaction with pupils;
- v. Record incidents using the school's systems;
- vi. Supervise pupils' movement around school and in the playground;
- vii. Be *where* they should be *when* they should be ensuring the safety of pupils at all times;
- viii. Be good role models for promoting positive attitudes, relationships and behaviour;
- ix. Treat all individuals fairly and with respect;
- x. Implement both general and targeted interventions and support all pupils to help them meet behaviour standards, making reasonable adjustments for pupils with a disability as required;
- xi. Form good relationships with parents/carers and communicate concerns regarding a pupil's behaviour as necessary.

The senior leadership team (SLT) will support staff in responding to behaviour incidents.

As part of their induction process, our staff are provided with regular training on managing behaviour, including training on:

- The proper use of restraint and team teach methods
- The needs of the pupils at the school
- How SEND and mental health needs impact behaviour

Behaviour management will also form part of continuing professional development.

***Pupils will be expected to:-***

- i. Behave in an orderly and self – controlled way;
- ii. Work to the best of their abilities and allow others to do the same;
- iii. Treat other children, staff and visitors with respect;
- iv. Listen to staff and respond appropriately;
- v. Wear the correct uniform at all times;
- vi. Take care of property and the school environment;
- vii. Co-operate with other children and adults;
- viii. Refrain from behaving in a way that brings the school into disrepute, including when outside school

Pupils will be supported to develop an understanding of the school’s behaviour policy and wider culture.

Through the School Council, pupils will be asked to give feedback on their experience of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy.

Extra support and induction will be provided for pupils who join Woodhouse mid-year.

***Parents/carers will be expected to:-***

- i. Develop good relationships with the school;
- ii. Be aware of school rules and expectations;
- iii. Support the school in implementing this policy and reinforce it at home where appropriate;
- iv. Show an interest in all that their child does at school and inform the school of any changes in circumstances which may affect their child’s behaviour;
- v. Discuss any concerns with the class teacher promptly.

The school will endeavour to build a positive relationship with parents and carers by keeping them informed about developments in their child’s behaviour and the school’s policy, and working in collaboration with them to tackle behavioural issues.

**6. School behaviour curriculum**

**School rules**

The school rules are clearly displayed in each classroom and in public areas of school. The school rules have been decided by pupils and staff and link to the school values; all classrooms will have the school rules displayed clearly. The children play an active part in discussing the school rules with their class teacher at regular intervals with the discussion focusing on the need for and the value of the rules.

**BE SAFE:**

- *I should tell a member of staff if I see a visitor who isn’t wearing a name badge.*
- *I will never open an outside door once they have been closed.*
- *I will always walk around school sensibly and quietly.*
- *I will play appropriately in the play areas.*
- *I will always line up sensibly when it is time.*

**KS2**

- *I will only place appropriate items in my locker/bag and will only go into someone else’s locker when I have permission.*

**BE CARING:**

- *I will always show care for other people and school’s property and never touch other people’s property without permission.*
- *I will keep the school and playground tidy by putting my rubbish in the bin.*
- *I will treat all other people (adults, children and visitors) with the respect I expect from them:*
  - *by using my good manners*
  - *by always being truthful and owning up*
  - *by being a good friend and letting others join in with my games*

- *by setting a good example to younger children*
- *by listening to adults and doing as I am asked*
- *by putting my hand up and not calling out*

## **BE HEALTHY/SAFE**

### **Football / Ball Games**

- *I will respect others when playing with a ball.*
- *If I accidentally hurt someone else whilst playing, I will check they are OK and help to pick them up.*
- *I will only play football when it's my year group's turn.*
- *I will not play with a ball before / after school.*

### **KS2 Adventure Trail**

- *I will only use the Adventure Trail when it is my class's turn.*
- *I will make sure I go down the slide and across the monkey bars when they are clear.*
- *I will not walk up the slide.*
- *I will behave appropriately and safely when playing.*

### **Running Track / Field**

- *During first break I will remember the running track is in use but the field is not.*
- *I will help to keep the running track safe*
  - by running in the right direction*
  - by running on the left / walking on the right*
  - by not eating whilst running*
- *When the running track and field are both in use, I will keep obstructions **off** the track.*

Where appropriate and reasonable, adjustments may be made to routines within the curriculum to ensure all pupils can meet behavioural expectations in the curriculum.

## **6.1 Mobile phones**

- Pupils are allowed to have mobile phones with them on-site with permission from their parent/carer
- Phones should not be used by pupils during the school day
- Phones can be stored in pupils' bags or in the teacher's desk with permission from the teacher

## **7. Responding to behaviour**

### **7.1 Safeguarding**

The school recognises that changes in behaviour may be an indicator that a pupil is in need of help or protection from harm. We will consider whether a pupil's misbehaviour may be linked to them suffering, or being likely to suffer harm.

Where this may be the case, we will follow our Safeguarding policy and child protection procedures, and consider whether pastoral support, an early help intervention or a referral to children's social care is appropriate. Please refer to our Safeguarding policy and child protection procedures for more information



## 7.2 Rewards

Positive behaviour should be self-motivated and this is best encouraged through our rewards systems – GR8 learners points, well done book, verbal praise and written praise. Where children have to be spoken to about their behaviour, a clear structure needs to operate and be fully understood and implemented consistently by all members of the school community.

### Passport to 'GR8' learning

At the beginning of the academic year, each child will be given their 'GR8 learner passport' and will be responsible for maintaining it themselves throughout the year. This system focuses on eight key skills which will empower the children to become life-long learners and prepare them for life beyond Woodhouse Primary School. 'GR8' points can be awarded by any member of staff and will be dependent on the skill that the child is demonstrating. The eight key skills are differentiated between key stages and are as follows:

<b>KS1 – GR8 Learners are:</b>	<b>KS2 – Great Learners:</b>
Explorers	Take risks
Team workers	Are independent
Determined learners	Are conscientious
Independent workers	Communicate
Communicators	Are reflective
Hard workers	Collaborate
Thinkers	Persevere
Be Creative	Be Creative

At the end of each half term, children will review their passport to highlight their strengths and set themselves targets for the following term. The child from each class who has received the most points for each individual strand will become the 'GR8' winner for that particular skill (i.e. 8 from each class) and will receive a certificate for that achievement. The half-termly reward for all 'GR8' learners will vary from term to term including activities such as a 'fun' swim and a movie afternoon.

### **Well-Done Book**

When a member of the Woodhouse School Community has done something which is really appreciated by another member of the school community, then they have their name entered into their class Well-Done Book and a post card is sent to the home of the child.

### **Verbal praise**

The praise should focus on the reason for the praise i.e. pupil's behaviour towards another pupil; praise for achieving curricular target in writing.

### **Written praise**

The praise should focus on the reason for the praise. (See Presentation and Marking policy).

In addition, individual classes may have their own reward system e.g. Superstar Board, Rainbow, Star of the Week.

## 7.3 Sanctions

When a pupil's behaviour falls below the standard that can reasonably be expected of them, staff will respond in order to restore a calm and safe learning environment, and to prevent recurrence of misbehaviour.

Staff will endeavour to create a predictable environment by always challenging behaviour that falls short of the standards, and by responding in a consistent, fair and proportionate manner, so pupils know with certainty that misbehaviour will always be addressed.

De-escalation techniques are used to help prevent further behaviour issues arising, such as the use of pre-arranged scripts and phrases.

All pupils will be treated equitably under the policy, with any factors that contributed to the behavioural incident identified and taken into account.

When giving behaviour sanctions, staff will also consider what support could be offered to a pupil to help them to meet behaviour standards in the future.

### Our behaviour system:

Each classroom from Reception to Year 4 has a visual behaviour prompt: YR – Y1 (Clouds) Y2-Y4, (traffic light). There are no visual prompts in Years 5 and 6 as pupils are expected to remember and respond to any reminders. This may be adapted for individual pupils. Most incidents of low-level disruption will be managed using the traffic light/cloud system.

1. Verbal reminder of expectations for behaviour
2. Second verbal reminder (worry cloud - YR/1, amber on traffic lights - Y2 - 4)
3. Written record of behaviour in class behaviour book (sad cloud - YR/1, red on traffic lights - Y2). The child's name, along with a short description of the misdemeanour, should be entered in the behaviour book. There should also be a description of action taken, signed by the adult recording the incident and action and any impact of the action.
4. If a pupil needs further reflection time, they may miss a playtime (detention)

*Only teachers can authorise a detention and it should be for serious misbehaviour. Parents should be informed.*

*A pupil may be asked to stay in for a few minutes at playtime for support with learning (to catch up with work) but this is not a detention because it is not a punishment for behaviour.*

Parents will be notified by email (Y2-6) if an incident involving their child has been entered into the behaviour book. If a pupil in Reception or Year 1 has been entered into the behaviour book, parents will be notified via the orange home school book. The following email will be sent by a member of the admin team at the end of the school day.

*Today, your child's behaviour has fallen short of our expectations in school and they will be able to explain why their name was entered into the behaviour book. It is important that your child understands the need to follow our expectations for behaviour and it would be appreciated if you could discuss this with them.*

- All incidents of aggressive behaviour, racism, homophobic, sexist, child on child abuse, not respecting adults or stealing will be entered into the behaviour book and the SLT should be notified as soon as is practically possible.
- SLT will have a targeted discussion to make enquiries into the pupil's conduct and the circumstances of the incident in order to establish necessary sanctions and support. This discussion may take place at any time during the school day, including break times. For serious or repeated incidents, a member of SLT will contact parents to inform them of the incident.

### **Persistently inappropriate behaviour**

If a child persistently displays inappropriate or unacceptable behaviour and has been through the system above with not sustained improvement over time, then the teacher should move the child onto individual behaviour monitoring.

### ***Guidelines for Individual Monitoring***

- The teacher informs the child that his/her behaviour is to be individually monitored and also informs the parent/carer and SLT.
- The teacher explains to the child what he/she needs to do to modify their behaviour and writes this as the behaviour target on top of the monitoring sheet.
- The teacher negotiates with the child the target number to be aimed for. This should be achievable whilst challenging. (Each session to be monitored can bring from 1 to 5 points. Children should not be expected to achieve 5/5 in every session. Be realistic.) Any sessions not to be monitored should be marked with a cross.
- At the start of each session, the child gives the monitoring sheet to the teacher.
- At the end of the session, points are awarded relative to the child's target behaviour.
- At the end of the day, the child and the teacher total the points scored.
- If the target is achieved by the end of the day and the teacher and child are confident that this can be maintained, then the child's behaviour is no longer monitored formally.

If the target is not achieved:-

- The child continues to have his/her behaviour monitored for 2-3 days and brings the sheet to the attention of the SLT at the end of the school day.

### **Headteacher Individual Monitoring**

In extreme cases where there is insufficient improvement after 2 or 3 days and after renegotiating targets, the Headteacher will take over the role of monitoring the child's behaviour and negotiating targets for improvement.

This monitoring will be as follows:-

- Parent/carer informed that a pupil's behaviour is to be monitored by Senior Leaders (Appendix 3)
- Behaviour monitoring is recorded on Headteacher Individual Monitoring Sheet.
- The child reports with their sheet to the Headteacher at 8.55.
- The Head and child negotiate the target number to be aimed for. This should be achievable whilst challenging. (Each session to be monitored can bring from 1 to 5 points.) Children should not be expected to achieve 5/5 in every session. Be realistic.) Any sessions not to be monitored (e.g. break times) should be marked with a cross.
- At the **start** of each session, the child gives the monitoring sheet to the teacher.
- At the end of the session, points are awarded relative to the child's target behaviour.
- The child brings the monitoring sheet to the Headteacher at the end of each session which has been monitored.
- At the end of the day, the child and the Headteacher total the points scored.
- If there is still no improvement, the child's parents will be invited to arrange an appointment to discuss their child's behaviour.

## **8. Serious sanctions**

### **8.2 Removal from classrooms**

Removal is a serious sanction and will only be used in response to serious misbehaviour. Staff will only remove pupils from the classroom once other behavioural strategies have been attempted, unless the behaviour is so extreme as to warrant immediate removal.

Pupils who have been removed will continue to receive education under the supervision of a member of staff that is meaningful, but it may differ from the mainstream curriculum.

Removal can be used to:

- Restore order if the pupil is being unreasonably disruptive
- Maintain the safety of all pupils
- Allow the disruptive pupil to continue their learning in a managed environment

Pupils will not be removed from classrooms for prolonged periods of time without the explicit agreement of the headteacher.

Pupils should be reintegrated into the classroom as soon as appropriate and safe to do so. The school will consider what support is needed to help a pupil successfully reintegrate into the classroom and meet the expected standards of behaviour.

Parents will be informed on the same day that their child is removed from the classroom.

The school will consider an alternative approach to behaviour management for pupils who are frequently removed from class, such as:

- Use of adult support
- Rest breaks
- Sensory breaks
- Short term behaviour monitoring
- Long term behaviour plans
- Multi-agency assessment

Staff will record all incidents of removal from the classroom along with details of the incident that led to the removal, and any protected characteristics of the pupil on CPOMS.

Removal is different to the use of separation spaces for non-disciplinary reasons, for example where a pupil is taken out of the classroom to regulate his or her emotions because of identified sensory overload as part of a planned response.

### **8.3 Suspension and permanent exclusions**

The school can use suspension and permanent exclusion in response to serious incidents or in response to persistent poor behaviour, which has not improved following in-school sanctions and interventions.

The decision to suspend or exclude will be made by the headteacher and only as a last resort.

See separate policy for suspension and exclusion procedures.

## **9. Supporting pupils following a sanction**

Following a sanction, the school will consider strategies to help pupils to understand how to improve their behaviour and meet the expectations of the school.

This could include measures such as:

- Targeted discussion with SLT
- Discussions with parents and Social Worker/Virtual School Head if appropriate
- Individual behaviour monitoring
- Head teacher monitoring
- Daily contact with well-being team
- Referrals to additional agencies if required
- Reintegration meeting
- Personal behaviour charts

## **10. Reasonable force**

Reasonable force covers a range of interventions that involve physical contact with pupils. All members of staff have the power to use reasonable force, in the following circumstances, to prevent a pupil from:

- Causing disorder
- Hurting themselves or others
- Damaging property
- Committing an offence

Incidents of reasonable force must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment
- Be recorded and reported to parents (see appendix 3 for a behaviour log)

When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the pupil, including SEND, mental health needs or medical conditions.

## **11. Confiscation and searches**

Searching, screening and confiscation is conducted in line with the DfE's latest guidance on searching, screening and confiscation. (2022)

### **Confiscation**

Any prohibited items (listed in section 3) found in a pupil's possession as a result of a search will be confiscated. These items will not be returned to the pupil.

We will also confiscate any item that is harmful or detrimental to school discipline. These items will be returned to pupils after discussion with senior leaders and parents, if appropriate.

## Searching a pupil

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher themselves.

The authorised member of staff carrying out the search will be of the same sex as the pupil, and there will be another member of staff present as a witness to the search.

If the authorised member of staff considers a search to be necessary, but is not required urgently, they will seek the advice of the headteacher or DSL. During this time the pupil will be supervised and kept away from other pupils.

A search can be carried out if the authorised member of staff has reasonable grounds for suspecting that the pupil is in possession of a prohibited item or any item identified in the school rules for which a search can be made, or if the pupil has agreed.

An appropriate location for the search will be found. Where possible, this will be away from other pupils. The search will only take place on the school premises or where the member of staff has lawful control or charge of the pupil, for example on a school trip.

Before carrying out a search, the authorised member of staff will:

- Assess whether there is an urgent need for a search
- Assess whether not doing the search would put other pupils or staff at risk
- Consider whether the search would pose a safeguarding risk to the pupil
- Explain to the pupil why they are being searched
- Explain to the pupil what a search entails – e.g. I will ask you to turn out your pockets and remove your scarf
- Explain how and where the search will be carried out
- Give the pupil the opportunity to ask questions
- Seek the pupil's co-operation

If the pupil refuses to agree to a search, the member of staff can give an appropriate behaviour sanction.

If they still refuse to co-operate, the member of staff will try and determine why the pupil is refusing to comply.

The authorised member of staff will then decide whether to use reasonable force to search the pupil. This decision will be made on a case-by-case basis, taking into consideration whether conducting the search will prevent the pupil harming themselves or others, damaging property or from causing disorder.

The authorised member of staff can use reasonable force to search for any prohibited items identified in section 3, but not to search for items that are only identified in the school rules.

An authorised member of staff may search a pupil's outer clothing, pockets, possessions, desks or lockers.

Outer clothing includes:

- Any item of clothing that is not worn immediately over a garment that is being worn wholly next to the skin or being worn as underwear (e.g. a jumper or jacket being worn over a t-shirt)
- Hats, scarves, gloves, shoes, boots

## **Searching pupils' possessions**

Possessions means any items that the pupil has or appears to have control of, including:

- Desks
- Lockers
- Bags

A pupil's possessions can be searched for any item if the pupil agrees to the search. If the pupil does not agree to the search, staff can still carry out a search for prohibited items (listed in section 3) and items identified in the school rules.

An authorised member of staff can search a pupil's possessions when the pupil and another member of staff are present.

If there is a serious risk of harm if the search is not conducted immediately, or it is not reasonably practicable to summon another member of staff, the search can be carried out by a single authorised member of staff.

### **Informing the designated safeguarding lead (DSL)**

The staff member who carried out the search should inform the DSL without delay:

- Of any incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item as listed in section 3
- If they believe that a search has revealed a safeguarding risk

All searches for prohibited items (listed in section 3), including incidents where no items were found, will be recorded in the school's safeguarding system.

### **Informing parents**

Parents will always be informed of any search for a prohibited item (listed in section 3). A member of staff will tell the parents as soon as is reasonably practicable:

- What happened
- What was found, if anything
- What has been confiscated, if anything
- What action the school has taken, including any sanctions that have been applied to their child

### **Support after a search**

Irrespective of whether any items are found as the result of any search, the school will consider whether the pupil may be suffering or likely to suffer harm and whether any specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).

If this is the case, staff will follow the school's safeguarding policy and speak to the designated safeguarding lead (DSL). The DSL will consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

### **Strip searches**

The authorised member of staff's power to search outlined above does not enable them to conduct a strip search (removing more than the outer clothing) and strip searches on school premises shall only be carried out by police officers in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C.

Before calling the police into school, staff will assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item.

Staff will consider whether introducing the potential for a strip search through police involvement is absolutely necessary, and will always ensure that other appropriate, less invasive approaches have been exhausted first.

Once the police are on school premises, the decision on whether to conduct a strip search lies solely with them. The school will advocate for the safety and wellbeing of the pupil(s) involved. Staff retain a duty of care to the pupil involved and should advocate for pupil wellbeing at all times.

### **Communication and record-keeping**

Where reasonably possible and unless there is an immediate risk of harm, staff will contact at least one of the pupil's parents to inform them that the police are going to strip search the pupil before strip search takes place, and ask them if they would like to come into school to act as the pupil's appropriate adult. If the school can't get in touch with the parents, or they aren't able to come into school to act as the appropriate adult, a member of staff can act as the appropriate adult (see below for the role of the appropriate adult).

The pupil's parents will always be informed by a staff member once a strip search has taken place. The school will keep records of strip searches that have been conducted on school premises, and monitor them for any trends that emerge.

### **Who will be present**

For any strip search that involves exposure of intimate body parts, there will be at least 2 people present other than the pupil, except in urgent cases where there is risk of serious harm to the pupil or others.

One of these must be the appropriate adult, except if:

- The pupil explicitly states in the presence of an appropriate adult that they do not want an appropriate adult to be present during the search, **and**
- The appropriate adult agrees

If this is the case, a record will be made of the pupil's decision and it will be signed by the appropriate adult.

No more than 2 people other than the pupil and appropriate adult will be present, except in the most exceptional circumstances.

The appropriate adult will:

- Act to safeguard the rights, entitlement and welfare of the pupil
- Not be a police officer or otherwise associated with the police
- Not be the headteacher
- Be of the same sex as the pupil, unless the pupil specifically requests an adult who is not of the same sex

Except for an appropriate adult of a different sex if the pupil specifically requests it, no one of a different sex will be permitted to be present and the search will not be carried out anywhere where the pupil could be seen by anyone else.

### **Care after a strip search**

After any strip search, the pupil will be given appropriate support, irrespective of whether any suspected item is found. The pupil will also be given the opportunity to express their views about the strip search and the events surrounding it.

As with other searches, the school will consider whether the pupil may be suffering or likely to suffer harm and whether any further specific support is needed (due to the reasons for the search, the search itself, or the outcome of the search).



Staff will follow the school's safeguarding policy and speak to the designated safeguarding lead (DSL). The DSL will consider if, in addition to pastoral support, an early help intervention or a referral to children's social care is appropriate.

Any pupil(s) who have been strip searched more than once and/or groups of pupils who may be more likely to be subject to strip searching will be given particular consideration, and staff will consider any preventative approaches that can be taken.

## **12. Pupils' behaviour outside of school**

Sanctions may be applied where a pupil has misbehaved off-site when representing the school. This means misbehaviour when the pupil 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

Sanctions 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
- Could adversely affect the reputation of the school

Sanctions will only be given out on school premises or elsewhere when the pupil is under the lawful control of a staff member (e.g. on a school-organised trip).

## **13. Procedures to follow if it is suspected a pupil has left the school site without permission:**

- A member of staff will alert the person in charge of the school.
- If there is no doubt that the pupil has absconded, staff will not chase the pupil as this could lead to the pupil acting impulsively and causing harm to themselves, or others. Instead, staff will follow at a safe distance and aim to keep the pupil within view. The school will contact the pupil's parent/carer to inform them and call the police if safety is compromised.
- If the pupil appears to be missing but there is no evidence that they have left the site, a quick but thorough search should be conducted before parents/police are informed. If the pupil returns of their own volition, parents will be informed.
- If practicable, the pupil who has absconded should be brought back to school the same day. The parent, child and head teacher will discuss the issues and consequences.
- Should the pupil continue to abscond, the head teacher may consider a fixed term exclusion and if repeated this may lead to a permanent exclusion from school on the grounds of welfare and safety,
- If the pupil has a particular emotional need, identified on an EHC plan, which may contribute to such behaviour, a risk assessment will be devised and shared with all staff.

## **14. Suspected criminal behaviour**

If a pupil is suspected of criminal behaviour, the school will make an initial assessment of whether to report the incident to the police.

When establishing the facts, the school will endeavour to preserve any relevant evidence to hand over to the police.

If a decision is made to report the matter to the police, a member of the Senior Leadership Team will make the report.

The school will not interfere with any police action taken. However, the school may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action.

If a report to the police is made, the designated safeguarding lead (DSL) will make a tandem report to children's social care, if appropriate.

## **15. Malicious allegations**

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

Where a pupil makes an allegation of sexual violence or sexual harassment against another pupil and that allegation is shown to have been deliberately invented or malicious, the school will consider whether to discipline the pupil in accordance with this 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 (LADO), 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, a referral to children's social care may be appropriate.

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

Please refer to our Managing Allegations procedures document for more information on responding to allegations of abuse against staff or other pupils.

## **16. Responding to misbehaviour from pupils with SEND**

### **16.1 Recognising the impact of SEND on behaviour**

The school recognises that pupils' behaviour may be impacted by a special educational need or disability (SEND).

When incidents of misbehaviour arise, we will consider them in relation to a pupil's SEND, although we recognise that not every incident of misbehaviour will be connected to their SEND. Decisions on whether a pupil's SEND had an impact on an incident of misbehaviour will be made on a case-by-case basis.

When dealing with misbehaviour from pupils with SEND, especially where their SEND affects their behaviour, the school will balance their legal duties when making decisions about enforcing the behaviour policy. The legal duties include:

- Taking reasonable steps to avoid causing any substantial disadvantage to a disabled pupil caused by the school's policies or practices (Equality Act 2010)
- Using our best endeavours to meet the needs of pupils with SEND (Children and Families Act 2014)
- If a pupil has an education, health and care (EHC) plan, the provisions set out in that plan must be secured and the school must co-operate with the local authority and other bodies

As part of meeting these duties, the school will anticipate, as far as possible, all likely triggers of misbehaviour, and put in place support to prevent these from occurring.

Any preventative measures will take into account the specific circumstances and requirements of the pupil concerned.

Part of our ongoing approach to supporting children in managing their behaviour is to anticipate and deescalate triggers which may cause adverse behaviours. These can include but are not limited to:

- Short, planned movement breaks
- Adjusted seating plans
- Adjusting uniform requirements
- Specific staff training to enhance CPD in line with pupil requirements
- Use of separation spaces (inside or external from the classroom) where pupils can regulate their emotions

## **16.2 Adapting sanctions for pupils with SEND**

When considering a behavioural sanction for a pupil with SEND, the school will take into account:

- Whether the pupil was unable to understand the rule or instruction?
- Whether the pupil was unable to act differently at the time as a result of their SEND?
- Whether the pupil is likely to behave aggressively due to their particular SEND?

If the answer to any of these questions is yes, it may be unlawful for the school to sanction the pupil for the behaviour.

The school will then assess if it is appropriate to use a sanction and if so, whether any reasonable adjustments need to be made to the sanction.

## **16.3 Considering whether a pupil displaying challenging behaviour may have unidentified SEND**

The school's special educational needs co-ordinator (SENCO) may 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.

## **16.4 Pupils with an education, health and care (EHC) plan**

The provisions set out in the EHC plan must be secured and the school will co-operate with the local authority and other bodies.

If the school has a concern about the behaviour of a pupil with an EHC plan, it will make contact with the local authority to discuss the issue. If appropriate, the school may request an emergency review of the EHC plan.

Our Local Authority is Calderdale MBC.

Calderdale's Local Offer strategy can be found on the Local Offer Website:

[www.calderdale.gov.uk/localoffer](http://www.calderdale.gov.uk/localoffer)

Email: [Local.offer@calderdale.gov.uk](mailto:Local.offer@calderdale.gov.uk)

Tel: 01422 392164.

## **17. Monitoring arrangements**

### **17.1 Monitoring and evaluating school behaviour**

Senior Leadership Team will analyse incidents entered into the behaviour books at the end of every week.

In addition, the following data will be collected:

- Behavioural incidents, including removal from the classroom
- Permanent exclusion and suspension
- Use of pupil support units, off-site directions and managed moves
- Incidents of searching, screening and confiscation

The data will be analysed at the end of every half term by the Senior Leadership Team.

The data will be analysed from a variety of perspectives including:

- At school level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

The school will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of pupils are identified by this analysis, the school will review its policies to tackle this.

### **17.2 Monitoring this policy**

This behaviour statement and policy will be reviewed by the headteacher at least annually, or more frequently, if needed, to address findings from the regular monitoring of the behaviour data (as per section 13.1). At each review, the policy will be approved by the Governing Body.

## **18. Links with other policies**

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy and Child protection procedures
- Managing Allegations policy
- Anti-bullying policy

**Appendix 1:**

**WOODHOUSE PRIMARY SCHOOL**

**INDIVIDUAL BEHAVIOUR MONITORING**

Child's name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_

<b>TARGET</b>	Target Score
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5 Target hit; 4 Target nearly hit; 3 Target hit part of time; 2 Target rarely hit; 1 Target missed

Session	Score	Comments	Teacher's Initials
<b>8.50 – 9.00</b>			
<b>9.00 – 10.00</b>			
<b>Break</b>			
<b>10.10 – 11.10</b>			
<b>Break</b>			
<b>11.20 – 12.20</b>			
<b>Lunch</b>			
<b>1.10 – 2.10</b>			
<b>2.10 – 3.15</b>			
<b>TOTAL</b>			

End of day comments by Classteacher: \_\_\_\_\_

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Signed by Classteacher: \_\_\_\_\_

## WOODHOUSE PRIMARY SCHOOL - HEADTEACHER BEHAVIOUR MONITORING

Child's name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_

<b>TARGET</b>	Target Score
---------------	--------------

5 Target hit; 4 Target nearly hit; 3 Target hit part of time; 2 Target rarely hit; 1 Target missed

Session	Score	Comments	Teacher's Initials
<b>8.50 – 9.00</b>			
<b>9.00 – 10.00</b>			
<b>Break</b>			
<b>10.10 – 11.10</b>			
<b>Break</b>			
<b>11.20 – 12.20</b>			
<b>Lunch</b>			
<b>1.10 – 2.10</b>			
<b>2.10 – 3.15</b>			
<b>TOTAL</b>			

End of day comments by Head / Deputy: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Signed by Head / Deputy: \_\_\_\_\_

End of day comments by Parents: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Signed by Parents: \_\_\_\_\_