



PHOENIX

PRIMARY SCHOOL

Behaviour and Relationship Procedures (Formally Behaviour Policy)

To be read with Behaviour Trust Policy

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Behaviour and Relationship Procedures

The atmosphere of the school depends on the mutual respect of all pupils and adults and the philosophy that everyone is of equal importance and worth. The main guiding principle is that everyone will act with courtesy and consideration towards others at all times in order to promote a happy, caring and relaxed atmosphere. These procedures have implications for all pupils, staff, parents/carers and all other stakeholders.

At Phoenix we embrace a Values Based Education system, which centres on twenty two life values the whole school community has chosen: these include love, compassion, respect, teamwork and honesty. We believe that is everyone's responsibility through building positive relationships to create the environment we desire.

Good discipline is based on mutual trust, respect and a sound foundation of good relationships. It is more effective to reward than punish and enlighten rather than ignore. Apart from praise other effective rewards are the House point system; stickers; certificates, phone calls home, praise from other staff; recognition in assemblies and letters to parents/carers. Individual reward systems may be developed and used to support pupils with additional needs.

The pastoral care of the pupils is a shared responsibility of all staff and stakeholders of Phoenix Primary School under the guidance of the Head teacher.

Behaviour Management aims to ensure a positive learning environment.

We have adopted the **KIND** methodology to ensure that all incidents are properly and fairly dealt with;

K - Knowledge. What may have happened to change the behaviours of the child's/children?

I - Investigate. Ensure a fair and thorough investigation is carried out.

N - Nurture. Demonstrate the values and qualities of our school.

D - Demonstrate. Staff are to model the values throughout.

Within this these points are paramount:-

- Teach pupils to develop self-control, take responsibility and be accountable for their actions.
- Ensure the safety and well being of all pupils, staff and visitors at all times.
- Develop further the ethos of Values Based Education throughout the school.
- Foster a sense of respect for themselves, each other, property and environment.
- Divert pupils from inappropriate behaviour towards appropriate behaviour.
- Curb or divert obsessive behaviour in order to allow learning to take place.
- Teach pupils that actions and choices have consequences.
- Allow pupils to develop and recognise positive abilities and attitudes and reward pupils when they are doing this.

Definitions of what is meant by "good" behaviour

- Consistently following school values
- Understanding and respecting the fact that other people have rights, feelings and opinions
- Helping to make the school a safe, pleasant and easy place to learn in.
- Trying your best with your schoolwork.
- Moving quietly and calmly around school.
- Being in the right place at the right time.
- Speaking politely to other people.
- Listening to other people.
- Helping to keep the school clean, tidy and undamaged.
- Looking after your own and other people's property.
- Responding to reasonable instructions from adults.
- Keeping to the rules outside of school, on transport or visits, so that you are a credit to school.
- Being truthful.
- Being willing to discuss problems and accept consequences

Rewards

Positive behaviour must be rewarded at every opportunity, using ideas such as:

House points

House points are connected to values. There are 4 colours of tokens corresponding with colours of houses.

Each adult will be able to reward individual children for values they display/present. When an adult rewards a child with a token they need to clearly refer to the value they observe in the child ie. "You showed kindness by inviting X to play"

Tokens will be collected in class, at the end of each week Prefects will count the tokens from each class and take it to SD so she can add them together. The house points collected from each class will be emptied into house tubes. Tubes will be emptied every "big" term. There will be termly awards (3x yearly) for winning house: a tag day + an afternoon treat (ie bowling, picnic in the park, cinema, Soar, Ninja Warriors)

Dojo messages

Dojo pints will be awarded for academic achievements.

Positive points will be awarded for:

- Participation in lessons
- Completing work to a good standard
- Challenging themselves
-

The maximum of 2 points will be awarded for each strand per day. Teachers will award points at the end of morning session (before lunch) and at the end of afternoon session (before home time).

Maximum number of positive points per week is 30. For 25 positive points a teacher will send a postcard home.

Parents will be able to monitor number of positive and negative points daily through Dojo. A "Dojo Store" will operate half termly. Children will be able to swap their positive points for items in the store. No item in the "Dojo Store" will be less than 30points.

Other positive incentives include:

- Stickers.
- Phone calls home.
- Letters home.
- Praise, positive feedback, recognition
- Positive note to pupil.
- Recognition during Values assembly follow by receiving a values badge
- Weekly Celebration assembly where personal achievements are recognised and celebrated.
- Class monitor job / Prefects.
- Feedback to parent/carer at the end of the day.

Examples of Class-wide Rewards:

- Treat time at the end of the term.
- Extra creative time in class.
- Special arts or craft project.
- Sharing achievements and good work with the whole class
- Invite a special visitor to class.
- Verbal recognition

Pupils in Year 6 may also be given school-wide responsibilities such as Prefect, Head boy and girl and Sports Captains. Across each year group there will be chances to become Language Ambassadors and children in every class have the opportunity to be a member of our Value Based School Council.

Children across year groups are also chosen and trained to be playground buddies, helping and assisting children who are worried or feeling lonely.

Negative behaviour is entered onto CPOMS system, under the child's behaviour log by a relevant member of staff. These are regularly reviewed by SLT and Pastoral Team.

Vulnerable Children and Children Identified with specific needs.

It is the schools aim, wherever possible, to keep children learning within the class environment. Children who present with particular needs that may result in causing disruption to the whole class learning have Behaviour Support Plans put in place. BSP identifies specific behaviours and outlines agreed strategies and steps adults are to take to support the child. Short term targets are set and reviewed regularly. Parents are integral part in this process and their involvement is strongly encouraged by school.

If, despite of positive behaviour management strategies and agreed interventions provided in class the child struggles to successfully self-regulate an adult may offer or direct a withdrawal into an agreed safe space. The adult may also request a member of SLT or Pastoral Team's support.

If a child leaves the room without permission a designated adult will follow them. Universal language, mini scripts and agreed strategies will be automatically put in place. The child will be reintegrated as soon as possible back into the class.

Consequences

When necessary, appropriate consequences are used for unacceptable behaviour. Serious offences or frequent misbehaviour will result in the parents being contacted and a suitable course of action being agreed at the earliest possible opportunity. Staff should not threaten or be perceived to threaten sanctions or suspensions.

Levels of behaviour and consequences are outlined in [appendix 1 - Levels of Behaviour Management](#).

Appropriate consequences may include:

Log of negative points on Dojo. Negative points will be given for:

- Poor presentation of work
- Incomplete work due to lack of focus
- Level 1 behaviour
- Level 2 behaviour

If a child receives 5 negative points in a week - teacher will dojo parents or speak to them at the end of the day.

If a child receives 10 negative points in a week - teacher will make a phone call home + a child will receive 10mins after school coaching with a class teacher

If a child receives 15 negative points in a week - teacher will invite parents for a meeting with themselves and a phase leader+ a child will receive 20mins afterschool coaching with a class teacher

If a child receives 20 negative points in a week - phase lead will meet parents to discuss child's behaviour + a child will receive a 30mins coaching with a phase leader

If a child receives 25 negative points in a week - SLT will contact parents and relevant individual consequences will be put in place. Referral to external agencies might be considered.

If a child collects more than 25 points 3 times in a half term SLT will discuss with parents need for further support. PSP, Behaviour Plan or ILP will be also considered.

In all cases requiring a consequence, the teacher's/Staff's best judgement should be used. Both sides of any argument must be heard, and witnesses used as appropriate. CPOMS is to be completed by staff involved and SLT need to be consulted before decision about consequence is made. Any witness statements need to be attached to CPOMS log so that they are available for future reference.

In the cases of suspension, the DfE's Suspension Guidelines must be adhered to and the Headteacher must decide on the **balance of probability** whether the incident took place.

The Health and Safety and Safeguarding of all pupils and staff must be at the forefront of any decisions made.

Reflection Room

The Reflection room is used for a restorative approach to the identified behaviour with a designated member of staff (usually one of the Phase Leads) who will hold a cause and effect dialogue and complete bespoke programmes as a teaching point for the behaviour. The Reflection Room will be used for the behaviours that are repetitive and/or persistent despite previous interventions being applied by the class teacher or another adult in charge. All other issues will need to be dealt with by the class teacher at break, lunch or after school detentions. If a teacher/staff member feels that a particular incident is serious but it does not appear on the below list the member of staff should refer to SLT for agreement that use of the Reflection Room is appropriate. Persistent attendees will be highlighted to SLT.

Duty of Care

All staff has duty of care therefore, in the rare situations, they may needed to positively handle a child to prevent a pupil harming themselves or others, or damaging property (See separate Positive Handling Policy and Procedures). When responding to crisis staff at Phoenix follow TeamTeach training. When called upon to physically handle a pupil, staff will conduct dynamic risk assessment to ensure that their actions are reasonable, proportionate and necessary. The holds are applied only with an amount of strength and restriction to prevent further harm and/or damage, and disengagement is sought as soon as it is possible and safe. Positive handling must be recorded in the Physical Restraint Log Book. A Handling Plan may be developed for a pupil who has been identified as needing further support; this will be discussed with parents/carers. For details of positive handling see the Safeguarding Policy and Procedures.

On occasion it may be necessary to place a pupil on an internal suspension. This can either be on or off site at one of the other schools within the Trust. Parental permission will be sought before any child is taken to another school.

After school detentions may be issued at the discretion of the Headteacher. Parents will be given twenty-four hours notice prior to the detention. On occasions the detention may be carried out on the same day if parents have given their consent.

In extreme circumstances fixed term suspensions or permanent suspensions (*see below*) may be considered. The Headteacher and the Local Governing Board have adopted the DfE's Statutory Guidance (2017) relating to Suspensions.

The Headteacher (*or Executive Headteacher under the guidance of and in consultation with senior staff if the Headteacher is unavailable/not contactable*) is the only member of staff authorised to implement an suspension of a child. The Local Governing Body will monitor the rate of suspensions.

A pupil can be suspended for up to 45 school days in any school year. Should a pupil exceed 45 days fixed term suspensions then the suspension will become permanent.

Provision will be made for an suspended child to undertake schoolwork at home and for this to be marked during the first five days of an suspension. For suspensions of longer than five days alternative provision will be made from the sixth day onwards. It will be the parents' responsibility to transport the pupil to the alternative provision.

If a pupil exceeds 15 days of Fixed Term Suspensions in Terms 1-2, 3-4 or 5-6 then a meeting will be held with the Local Governing Body (within 15 days of receiving notice of the suspension) to consider whether the Local Governing Body should re-instate the pupil or not.

After a fixed term suspension, a re-integration meeting will be held between the pupil, parent(s) and a representative of the school. The purpose of such meetings will be to identify strategies and support (including outside agencies) which are needed to reduce the risk of further suspensions. In some cases Pastoral Support Plan will be put in place where time-bound targets will be set; these targets will be reviewed, evaluated and, if necessary, changed to offer continued support. If targets have been met and behaviour has improved, this support plan will be closed.

A decision to suspend permanently should be taken only:

- a) In response to a serious breach or persistent breaches of this behaviour policy *and*
- b) Where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

The following incidents must be treated as serious and are likely to result in a permanent suspension:

1. Serious actual or threatened violence against another pupil or adults within the school;
2. Sexual abuse;
3. Supplying an illegal drug, including alcohol;
4. Carrying an offensive weapon or using any item to hurt self or someone else.
5. Persistent bullying.

Every decision to exclude is made after considering all of the evidence available and the individual circumstances of the pupil(s) involved (e.g. SEND; social, emotional, LAC, mental health needs; home situation).

Behaviour Management training for all staff is available as appropriate. Sessions may be for everyone or specific groups.

All behaviour incidents that require consequence are recorded on CPOMS by a member(s) of staff who were dealing with it.

Staff must inform the Headteacher of any serious incidents, or one that required the use of restraint.

Pupils will be *taught* (in PHSE, health education, drama, class discussions etc.) to tell an adult if they experience problems, which might affect behaviour. They will be taught how to behave in new or different circumstances.

Use of reasonable force

At Phoenix Primary use of reasonable force is applied only when it is absolutely necessary. This type of response needs to be proportionate, reasonable and necessary. Also a dynamic risk assessment needs to be conducted prior and throughout the intervention. Adults applying this intervention will use minimum required force for shortest possible time.

What is reasonable force? (DfE Guidance 2013)

1. The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
2. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.
3. 'Reasonable in the circumstances' means using no more force than is needed.
4. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
5. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.
6. School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

At Phoenix Primary adults may use guides (least intrusive practice), blocks or holds. Holds are to be used only if it is reasonable, necessary and proportionate. Holds may be applied to move a child into a safe place or to prevent them from becoming a risk or causing harm to themselves or others or causing significant damage to environment.

Who can use reasonable force?

- All members of school staff have a legal power to use reasonable force
- This power applies to any member of staff at the school. It can also apply to people whom the headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

Jolanta Studniarz-Thring is an accredited Intermediate TeamTeach Trainer. All staff is trained in disengagement and positive behaviour management.

When can reasonable force be used?

- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.
- In a school, force is used for two main purposes - to control pupils or to restrain them.
- The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.
- The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restrain a pupil at risk of harming themselves through physical outbursts.

Power to search pupils without consent.

In addition to the general power to use reasonable force described above, headteachers and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following "prohibited items" like:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

Local Governing Body Suspension Prevention Panel

Should a pupil be at risk of permanent suspension, the Headteacher may call for the parents and child to attend a meeting with governor representatives. The Governors and Headteacher will advise of possible future consequences of persistent poor behaviour and will put interventions (including use of outside agencies) in place to support the pupil's learning. These interventions will be reviewed regularly and a monitoring report given to the Governors.

SCHOOL

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • To make clear the school's statutory power to discipline pupils and that pupils and parents will need to respect this. • To enforce their school behaviour policy - including rules and disciplinary measures. • To expect pupils' and parents' co-operation in maintaining an orderly climate for learning. • To expect pupils to respect the rights of other pupils and adults in the school. • Not to tolerate violence, threatening behaviour or abuse by pupil or parents. If a parent does not conduct himself/herself properly, a school may ban them from the school premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution. • To take firm action against pupils who harass or put down teachers or other school staff, on or off premises - engaging external support services, including the police, as appropriate. • To request Parents to sign the Home/School Agreement (a copy is to be displayed in each classroom). 	<ul style="list-style-type: none"> • To establish and communicate clear measures to ensure good order, respect and discipline. • To co-operate and agree appropriate protocols with other schools <i>for behaviour and persistent absence</i>. • To ensure the school behaviour policy does not discriminate against any pupil on e.g. grounds of race, gender, additional needs, disability or sexual orientation and that it promotes good relations between different communities. • To ensure all staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies. • To actively support, praise and as appropriate reward good behaviour. • To apply sanctions fairly, consistently, proportionately and reasonably - taking account of SEN, disability and the needs of vulnerable pupils and offering support as appropriate. • To make <i>alternative provision from day 6</i> for fixed period suspended pupils, and, where appropriate, to arrange reintegration interviews for parents at the end of a fixed term suspension. • To take all reasonable measures to protect the safety and well being of staff and pupils at all times, including preventing all forms of <i>bullying</i> and dealing effectively with reports and complaints about bullying. • To ensure all staff model good behaviour and never denigrate pupils or colleagues. To understand that all school information is confidential and that all staff have a responsibility not to discuss anything with anyone outside of school. • To promote positive behaviour through active development of pupils' social, emotional and behavioural skills. • To keep parents informed of their pupils behaviour - good as well as bad - use appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities. • To work with other agencies to promote community cohesion and safety. • To work alongside Parents to make their child's education effective and enjoyable.

PUPILS

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • To help monitor, check feedback on and develop the school behaviour policy through the school council. • To be taught in a place that is safe, helps them to learn, is free from disruptions and creates a culture of valuing success, learning and achievement. • To expect action to be taken by the school to stop any violence, threatening behaviour, abuse, bullying or harassment. 	<ul style="list-style-type: none"> • To follow reasonable instructions by school staff, obey school rules and accept sanctions in an appropriate way i.e. as an opportunity to learn and grow. • To act as positive ambassadors for the school when off school premises. • Not to bring inappropriate or unlawful items to school. • To show respect to school staff, fellow pupils, school property and the school environment. • Never to put down, harm or bully other pupils or staff.

<ul style="list-style-type: none"> • To a teacher who plans fun lessons which help them to learn. • To have staff who listen to them and their point of view. • Pupils to sign the Home/School agreement. 	<ul style="list-style-type: none"> • To co-operate with and abide by any arrangements put in place to support their behaviour such as Pastoral Support Programmes or Parenting Contracts.
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PARENTS

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • To contribute to the development of the school behaviour policy. • To be kept informed about their child's progress, including issues relating to their behaviour. • To expect their child to be safe, secure and respected in school. • To have any complaint they make about their child being bullied taken seriously by the school and investigated /resolved as necessary. • To appeal to the Headteacher/Local Governing Body, and beyond that to the Secretary of State, if they believe the school has exercised its disciplinary authority unreasonably. • To appeal against a decision to exclude their child, first to the Governing Body of the school and then - in cases of permanent suspension - to an Independent Review Panel. • Parents to sign the Home/School Agreement. 	<ul style="list-style-type: none"> • To respect the school's behaviour policy and the disciplinary authority of school staff. • To support and promote positive behaviour by working in collaboration with school and modelling positive and respectful behaviour themselves. • To help ensure that their child follows reasonable instructions by school staff, and follows school rules. • To send their child to school each day punctually, safely clothed, fed, rested and equipped and ready to learn. • To ensure class teacher is aware of any SEN related or other personal factors, which may result in their child displaying behaviours outside the norm. • To be prepared to work with the school to support their child's positive behaviour. • To attend meetings with the Headteacher or other school staff, if requested, to discuss their child's behaviour. • To adhere to the terms of any <i>Parenting Contract or Order</i> relating to their child's behaviour. • If their child is suspended from the school, to ensure the child is not found in a public place during school hours in the first 5 days of suspension and to attend a reintegration interview with the school at the end of a fixed period.

Introduction EYFS

The Early Years Foundation Stage and KS1 Behaviour Management Policy is a subsidiary of the school's main policy and has been written to ensure that the needs of younger children are met.

Please refer to the main document 'Phoenix Primary School Behaviour Policy' for the complete school context.

How does our behaviour policy link to VBE?

In line with the whole school policy we link behaviour management with the Values Based Education. Each EYFS and KS1 class displays a 'Values Ambassador' where behaviours that we expect to see from the children in our environment are displayed. Throughout the academic year practitioners refer to the Values and explore the meaning embedded within these principles during PSHE / Values lessons.

How does this apply to EYFS / KS1 positive behaviour management?

Phoenix EYFS and KS1 staff model, support and provide opportunities for children to practise social skills. We provide positive interest and concern for children and recognise and help them to express their feelings, without judgement. On a daily basis we support the development of sharing and encourage children to work together and include others in their play. We support choices and autonomy and provide challenges for thinking and scaffold learning. All values are present within our developmental conversations with the children. We expect our EYFS staff to:

- Develop positive relationships with all pupils.
- Model our Values, use the visual displays around school to praise pupils and correct behaviour when necessary.
- Build effective relationships with pupils, parents/carers and colleagues.
- Be consistent and fair by adopting and following our school policies.
- Have high expectations of pupils' behaviour.
- Plan interesting lessons to engage and enthuse learners.
- Use praise as a tool to develop excellent behaviour for learning.
- Treat everyone in the school community in the same way irrespective of gender, race, religion, sexuality and disability.
- To support each other in maintaining good classroom management (e.g.: Through support and advice from the Senior Leadership Team).
- Share with parents' /carers positive information as well as seek support to develop appropriate learning behaviour at school.
- Be ready to adjust and personalise approach to behaviour management for some pupils with specific needs whilst retaining high expectations.
- Hold assemblies that discuss our Values, and promote the school vision.
- Use the language of Values when praising pupils or correcting their behaviour

We recognise the consistency of language as crucial in supporting children's decisions and personal, social and emotional development. EYFS staff aim to use positive language, fully involving the children in reflection to self-correct behaviour:

- Let's stop and think about the choices that you are making.
- What should you be doing right now?
- How can I help to you to make this better / easier for you?
- Which values teach us to use kind hands?

- We agree on our 'Values Ambassador' that we will keep everyone safe and play together
- Good listening
- Walking feet

Staff will refer children to pictures on our Value Ambassador to remind them of what they need to do to follow agreed behaviours.

The intrinsic value of achievement is embedded within their experiences as individuals and a community. As a team the children work together to gain a shared experience. Individually and / or collaboratively the children can earn a badge for the Ambassador's jumper. When the jumper is full the children share a chosen experience together.

Positive behaviour strategies include:

- Regular and explicit praise for desirable behaviours are an integral part of all EYFS practice, e.g. good listening or thank you for showing walking feet inside.
- Verbal precise praise - highlight which values / aspect of behaviour was celebrated in line with our Values Ambassador
- Open door policy - sharing the positive with parents/ carers
- Weekly Celebration assembly for which children are explicitly told of their personal achievements. Teachers keep a record of who has received a mention to ensure equality of opportunity for all. There is a

'Star of the Week'. Linked with this celebration of an individual's interests and achievements is a certificate. The Star of the Week also takes home a class bear and completes a weekend diary.

- Values assemblies for which children are explicitly told of the values they have personally promoted. Parents are invited to share this celebration.

As children learn to modify their behaviours in a way that is appropriate for a large group setting, they learn to accept the needs of others and tolerate delay when their own needs are not immediately met. This educational phase sees the development of sharing and turn-taking skills and the development of self-regulation.

It is helpful for practitioners to view conflict as a potential learning opportunity. Conflict resolution involves feelings and ideas. Practitioners should make use of the language of Values to support children's ability to express their feelings and facilitate their understanding of events that may have occurred.

"By the end of the preschool years, well-regulated children can wait for a turn, resist the temptation to grab a desired object from another child, clean up after a play period with little or no adult prompting, willingly help another child or adult with a task and persist at a challenging activity. Such children also actively try to control negative emotion, often by talking to themselves ("I'll get a chance soon") or changing their goals (when one activity isn't possible, turning to another)" (Berk et al, 2006:74).

In times of distress, practitioners need to remain positive and respectful and give attention and care directly to the children through warm, supportive interactions.

It is entirely appropriate to adapt the EYFS environment to meet the needs of any individual child. It can also be appropriate to modify planned teaching to ensure behavioural successes.

Managing challenging behaviour

For a few children with specifically identified behavioural needs it may help to motivate and support them by using a reward system. This will only be introduced by the class teacher in consultation with the SENCO and parents/carers.

In all situations of conflict, a member of staff will thoroughly investigate to try to establish the original cause and support those involved to a resolution. In such situations practitioners will use a communication tool that is appropriate for each individual child's needs e.g. visual prompts.

In all cases where a child has been hurt, both sets of parents need to be informed. Serious incidents need to be reported to the EYFS leader or another member of the SLT.

If a child becomes highly emotional they will be supported to take time in an area of the classroom that is quieter to calm. Following a timed reflection period, the child will be asked to participate in a discussion and cooperate to resolve the difficulty.

Rarely, it may be necessary to remove a child from their classroom and to exclude them internally. If behaviours begin to form a repeated pattern class practitioners develop an intervention and advise colleagues during weekly EYFS meeting time.

It is very important that we as practitioners avoid situations of confrontation. Using our values and terms regarding feelings will support a positive redirection.

Only under special circumstances where there is an issue of safety should children be physically lifted in an attempt to get them to comply with expectations.

We should be aware at all times that children entering our setting need time to develop relationships with us and encouragement to want to conform within a large group setting. This can be particularly evident during the autumn term.

One third of children entering our classes will be summer born. In Reception classes many children will only just have had their fourth birthday.

If a child is throwing toys, kicking or hitting others the area should be removed of children and a member of staff should stay to ensure that the distressed child remains as safe as possible. If it becomes necessary to restrain a child a written record of the incident should be made and reported to a member of the SLT.

Where there is a consequence to a child's challenging behaviour and a sanction is given by an adult it should be relevant and introduced soon after the event e.g. poor behaviour outside will result in the removal of garden time for a session.

Sanctions

EYFS (Reception Year)

1. Verbal Warnings - In the first instance, we are teachers. We will model our expectations to the children and support their successes. **'Are you making right choices? Are you following the values? How can we make this choice better?'** Use the Values Ambassador as a reminder.
2. If the child does not correct their behaviour with your support. **'This is your warning, you need to think about your choices.'** **The next step is reflection time.'** Use the Values Ambassador as a reminder.
3. If pupils do not improve their behaviour, they move their name from the ambassador's jumper. Five-minute reflection time, this will be followed with a discussion on the mistake that was made and how they can use the values to correct it. Encouragement and belief in the child should always be promoted. In EYFS this stage can be repeated once.

4. Visit to an EYFS Leader / Parental Intervention □ If a child, even after the above sanctions, continue to make the wrong choices then they will visit a Senior Leader to discuss their behaviour. Parents will be contacted at this point to meet to discuss their child's behaviour. These meetings will always be dependent on the actions of the child.
5. Suspension - See main school policy.

KS1

1. Verbal Warnings - In the first instance, we are teachers. We will model our expectations to the children and support their successes. **'Are you making right choices? Are you following the values? How can we make this choice better?'** Use the Values Ambassador as a reminder.
2. If the child does not correct their behaviour with your support. **'This is your warning, you need to think about your choices.'** **The next step is reflection time.'** Use the Values Ambassador as a reminder.
3. If pupils do not improve their behaviour, they move their name from the ambassador's jumper. Five/seven-minute reflection time, this will be followed with a discussion on the mistake that was made and how they can use the values to correct it. Encouragement and belief in the child should always be promoted.
4. If the pupil is still unable to redirect their choices, children will be sent to work in their paired class for 5-10 minutes. The TA will then have a developmental discussion on the walk back to class. As soon as the child steps into the classroom they are encouraged and shown belief in their new choices.
5. Visit to a Senior Leader / Parental Intervention - If a child, even after the above sanctions, continue to make the wrong choices then they will visit a Senior Leader to discuss their behaviour. Parents will be contacted at this point to meet to discuss their child's behaviour. These meetings will always be dependent on the actions of the child.
6. Suspension - See main school policy.

Parental involvement

In line with the EYFS policy, decisions made by practitioners should be shared with parents/carers and a plan for future action made collaboratively to ensure a successful school experience for all families. It is important to remember that young children may have undiagnosed learning needs and it is never easy for a parent/carer to learn that their child has been distressed.

APPENDIX 1

Levels of Behaviour Management

Level	Unacceptable / Inappropriate behaviours	Person responsible	Responses / Consequences The adult can choose from...
<p>Level 1: Dealt with within the classroom behaviour management by teachers and support staff (including playground incidents at this level).</p>	<p>Distracting other children /teacher Calling out Failing to listen Pushing in lines Failing to come in when called after playtime Teasing Snatching Lack of care about classroom/playground and equipment Throwing sand/water/toys/other objects Mishandling books Running inside Talking over the teacher Disruption while children are working Attention-seeking/ "winding up" other children Making inappropriate noises Tale-telling Running in the classroom Not settling for register/story/carpet Refusing to follow general instructions Not completing school work to an acceptable standard</p>	<p>Leading school member reporting to class teacher</p>	<p>Desired/appropriate behaviours taught, modelled and demonstrated (whole class, group, 1:1). Misbehaviours pre-empted, diverted away from. Positive reinforcement of desired behaviour. Clear, consistent boundaries 2 choices - direct and deferred choices Common language, consistent use of mini scripts Tactical ignoring Proximity Tactical pausing Non-verbal cueing 'Take up time' Behavioural direction Rule reminder Distraction/ diversion Direct questions Use "what", "when", "how" or "where?" Avoid "why?" or "are you?" Partial agreement and refocusing Assertive comment- direction – command Avoid "please", "use thank you" Reminder about consequences and rewards. Behaviour logged on Dojo</p>
<p>Level 2: Behaviour that requires a consequence or response - because of its intensity or frequency. Seek support from assigned "buddy" if needed</p>	<p>Behaviours persisting despite Level 1 consequences Consistent/repetition of Level 1 behaviour despite Level 1 consequence Physical abuse – deliberate (but minor) pushing/ pulling hair, etc. Repeatedly ignoring adult requests/instructions, arguing back, lying, defiance Deliberate shouting out, running about, pushing in, etc. Leaving classroom without permission Breaking school rules Deliberate shouting out, running inside, pushing in, destroying school property e.g. books or displays</p>	<p>Leading school member reporting to class teacher. Teaching staff to respond</p>	<p>Consistent use of the above strategies. Cool down time Work out resolution with the child, e.g. letter of apology, clearing up of mess. Time taken away from playtime and or lunchtime Informal chat with parent/carer. Choice directed Consequences as immediate as possible in order to be fully effective. Behaviour logged on Dojo – parents informed by class teacher/ Phase Leader Loss of privileges Loss of break/lunch with class teacher After school detention</p>
<p>Level 3: Behaviour that requires a consequence or response - because of its intensity or frequency. Class teacher to seek</p>	<p>Continuation of negative behaviour despite Level 2 consequences Physical abuse/aggressive playground behaviour- punching/ fighting/ kicking/ hurting/ storming off/ threatening behaviour/ stampeding/ spitting on others Deliberate vandalism /misuse of equipment or property e.g. toilets, or misuse of resources such as scissors</p>	<p>Teaching staff. Incidents reported to Phase Lead</p>	<p>Consistent use of strategies. Behaviour Support Plan put in place (involving parents/carers, teacher and ELT/SLT member – targets and review dates set)-plan to be shared with relevant staff and consistently followed Referral to Inclusion Team (SEN/Pastoral referral) Reinforcement of school rules. After school detention Loss of privileges</p>

<p>support form Phase Lead Behaviours are to be recorded on CPOMS, SLT to be informed.</p>	<p>Deliberate and repeated refusal to comply with adult requests Provoked retaliatory behaviour Deliberate and repeated refusal to comply with adult requests, open rudeness, refusal to come into class Verbal abuse – deliberate swearing, racism, sexism and offensive name-calling or other bullying or harassment Theft</p>		<p>Loss of lunch with Phase Lead Phase Lead to support Parents informed and given an opportunity to support their child in school if appropriate (phone call conversation with a child, brief visit to school) Withdrawal from classroom to work in a designated area/another class/year group Parent/carer informed through more formal discussion.</p>
<p>Level 4: Behaviours that may require immediate removal from class. SLT is involved and incident requires formal follow up. Incident recorded on CPOMS. If Positive Handling was applied – the Red Book needs to be completed the same day.</p>	<p>Repeated level 3 behaviour within 2 weeks One off physical assault - aggressive outbursts and/or fighting – maybe involving injuring another child or adult, throwing or breaking furniture or large equipment, vandalism. Repeated, spiteful behaviour despite Level 3 consequences Intense or repeated verbal abuse – swearing, racism, sexism and offensive name-calling Rage outbursts – maybe involving injuring another child or adult, throwing or breaking furniture or large toys Dangerous behaviour (to self and others) e.g.- climbing fence/gate, running out of designated area, hurting another child resulting in puncturing the skin. Unmanageable behaviour / severe and constant disruption / complete defiance Extreme / repeated / deliberately offensive verbal abuse, harassment or bullying</p>	<p>Teaching staff and/or Phase Lead. Incidents reported to SLT</p>	<p>Behaviour Support Plan put in place(involving parents/carers, teacher and ELT/SLT member – targets and review dates set). Positive Handling Plan agreed and signed by parents (child to be involved) Individual Risk Assessment to be completed and shared with parents and the child. Personal Consequence Pathway set in place Referral to Inclusion Team (SEN/Pastoral referral) Parents requested to come in to support the child in school Child taken to a place of safety by adult (or other children removed from classroom) until child has calmed down. In-school suspension Internal suspension in another trust school Parent/carer informed immediately – meeting to discuss way forward.</p>
<p>Level 5: Behaviours that require immediate involvement from the HT. Incident recorded on CPOMS. If Positive Handling was applied – the Red Book needs to be completed the same day.</p>	<p>Persistent level 3 and/or level 4 behaviour throughout a day Repeated level 4 behaviour within 2 weeks Physical attack on another pupil leading to injury Making unsubstantiated accusations towards adults Physical attack on an adult Extreme and/or repeated physical bullying Extreme and/or repeated vandalism Bringing a weapon into school Leaving site without permission (away from immediate boundaries) Racist, homophobic, sexual misconduct or use of other derogatory language</p>	<p>Phase Lead and/or SLT Final decision regarding consequences is made by SLT</p>	<p>Fixed Term suspension. Permanent suspension. This list is not exhaustive or limited to. When deciding to issue a Fixed Term or Permanent Exclusion, the Headteacher follows the DfE statutory guidance.</p>

	Bringing drugs or other illegal substances into school One off serious breach or persistent breaches of the school's behaviour policy		
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