

Policy Document

Policy Document	
Subject	Behaviour Policy
Approval Date: July 2020	Review Date: July 2021
Signed by: 	Written by: School
Name:	S.England
Role:	Headteacher

Positive Behaviour Policy

This Policy should be read in conjunction with:

- DfE guidance for “Behaviour and discipline in schools” (January 2016)
- Anti-Bullying Policy
- Physical Intervention Policy
- Behaviour Principles statement
- Lunchtime Supervision Guidance
- DfE & Hertfordshire Exclusions Documents

Introduction

Ashwell Primary School is a happy and caring school. Our behaviour policy reflects the aims of the school and is a whole school policy, which is supported and observed by all members of the school community. It also outlines the procedures that the school uses to support children and young people in managing their own behaviour and that enable staff to act safely and with confidence.

The parent/school partnership is particularly important in promoting positive behaviour and good attitudes towards a love of life-long learning.

Rationale and Ethos

This behaviour policy supports the school’s mission and aims by promoting the ethos of Hertfordshire Steps. All of our school community have a right to feel welcome, safe and supported. It is the responsibility of all to respect and ensure the rights of others.

Our aim is to develop a more positive focus on improving young people’s engagement, motivation and well-being rather than more negative terms that can be associated with behaviour difficulties.

We strive to teach positive, pro social behaviours rather than manage and control poor and anti-social behaviours. Our approach enables us to understand and work with children and not rely on overpowering them to create pro-social feelings of everyone within the dynamic.

All staff need to know how to promote pro social behaviour and manage difficult or dangerous behaviour, and to have an understanding of what behaviour might be communicating

All staff should focus on de-escalation and preventative strategies rather than focusing solely on reactive strategies

Our behaviour strategy is aimed at improving educational outcomes for all pupils by promoting and supporting their engagement with education. All staff aim to enable children to develop a sense of belonging and a sense of worth. This in turn will support them in developing strategies they need to help them make them make decisions about how they will behave and the deal with the consequences of the choices they make.

School Vision and Values

Shaping Futures: Together we learn, care and grow

At Ashwell School we seek to provide stimulating, varied and challenging experiences which inspire in all our children a lifelong zest for learning, so that they can become the best that they can be, academically, socially, creatively and physically. Our children are encouraged to become

confident, self-motivated and independent learners who take responsibility for their own development. We value all our children as individuals, and nurture in them respect, kindness and compassion, in order that they can take their place as responsible local, national and global citizens.

The school is at the heart of the local community, and staff, parents, pupils, governors and community members' work in close partnership to create a welcoming, happy and productive environment.

Our Golden Rules
 Be Responsible & Respectful
 Be Kind & Truthful
 Be the best you can be

Our Core Values

- ✓ Respect
- ✓ Empathy
- ✓ Resilience
- ✓ Cooperation
- ✓ Independence
- ✓ Self-awareness

Hertfordshire Steps

This policy is underpinned by Hertfordshire Steps, a key part of the Hertfordshire Behaviour and Attendance Strategy. Hertfordshire STEPS is a therapeutic behaviour management approach, which adopts the following principles:

- shared focus on inclusion of all children within the school
- shared values and beliefs across communities
- shared communication, diversion and de-escalation
- shared risk management
- shared reparation, reflection and restoration

All staff have received Hertfordshire Steps training and we will continue to update this regularly.

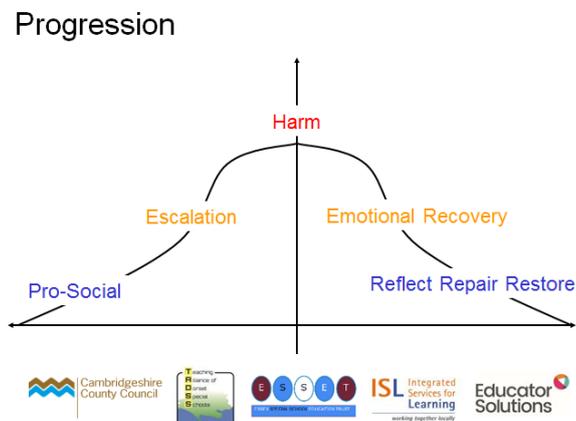
Underpinning our approach through Hertfordshire Steps:

Negative experiences create negative feelings.
 Negative feelings create negative behaviour.

Positive experiences create positive feelings.
 Positive feelings create positive behaviour.

We need to plan for 5 phases of behaviour:

- Pro-Social (Stable)
- Escalation
- Harm
- Emotional Recover (Cool Down)
- Reflect, Repair & Restore



When pupils are well engaged and learning, we need to '**catch them getting it right**'. This can be by recognising and rewarding their efforts through praise, merits, charts, certificates, or anything, which has meaning for the individual pupil. Pupils should also be made aware that their pro-social behaviour can be rewarding in itself and also brings about positive experiences and feelings in others.

Children and Young People 'learn behaviour' through:

- Relationships with adults and peers
- Patterning and copying
- Reminding
- Repetition and structure
- Clear agreed boundaries
- Praise and reward when successful
- Comfort, when not successful with reflection and opportunity to repair and restore relationships

Pro-social behaviour will be developed through:

- **Relationships** - Having positive relationships with children and acting in a consistent and fair manner is the most effective way of ensuring a positive and engaging learning environment.
- **Role Modelling** – Using words and actions that mirror the responses we are trying to encourage in children.
- **Consistency** – Working out the best way to support each individual child and ensure that approaches to that child are consistent.
- **Scripts and Routines** – Using agreed words and actions, which are likely to be most effective in achieving the desired outcome for an individual.
- **Positive Phrasing** – Disempowering challenging behaviour by offering positive phrasing, limited choices, and appropriate consequences but with limited language.
- **Planning** – making sure that responses to likely negative behaviour are planned for in advance to ensure that people know what to do and are not taken by surprise. (Roots and Fruits diagrams; anxiety mapping; inclusion circles and behaviour plans support this see Appendices)
- **Reward and positive reinforcement**
- **Comfort and forgiveness**
- **Kindness**

We will also ensure that in our planned curriculum delivery, pupils have positive experiences of learning that is well matched to their needs and learning styles which is in line with the vision of the School.

Zones of Regulation

We also teach the Zone of Regulation. The Zones is a behavioural approach used to teach self-regulation by categorising all the different ways we feel and states of alertness we experience into four concrete coloured zones. The Zones framework provides a toolkit for students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts.

THE FOUR ZONES: OUR FEELINGS & STATES DETERMINE OUR ZONE

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, devastation, or terror when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions; however, one has more control when they are in the Yellow Zone. A person may be experiencing

stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

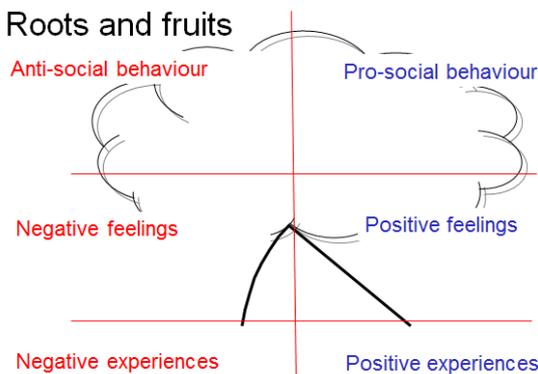
The **Blue Zone** is used to describe low states of alertness and down feelings such as when one feels sad, tired, sick, or bored.



Planned responses to escalating behaviour can include:

- Positive phrasing
- Limited choice
- Disempowering the behaviour
- Consequences related to the incident

Roots and fruits



Responsibilities

The Governors will:

- monitor that the school's behaviour policy is implemented fairly and consistently and is regularly reviewed

The Management and Leadership Team will:

- ensure that the school's behaviour policy is implemented fairly and consistently by all staff throughout the school
- model respectful behaviour in front of children
- regularly evaluate the systems for promoting positive behaviour and for minimising /responding to unacceptable behaviour
- guide and support staff in behaviour management
- act as a point of escalation where it is deemed necessary



- provide additional targeted support for children with social, emotional and behavioural difficulties
- work alongside parents to secure and promote positive behaviour

All staff will:

- work in partnership with parents and carers to promote positive behaviour
- model respectful behaviour in front of children
- ensure advised provision is implemented consistently
- ensure that all children have access to a relevant, broad and balanced curriculum, with appropriate differentiation, in order to promote positive attitudes to learning and behaviour choices
- reward and celebrate positive behaviour
- share responsibility for behaviour management across the school
- communicate effectively with parents concerning their children's behaviour
- praise and promote pro-social behaviours through positive feelings as a result of positive experiences

All Children will:

- respect one another, themselves and all adults
- make pro-social behaviour choices
- respond to situations in the correct way preventing them from acting in retaliation
- keep themselves and others safe in order to learn as best as they can

All parents/carers will:

- support the schools behaviour policy principles, ethos and work in partnership should any challenges arise
- model respectful behaviour in front of children at all times
- praise and promote pro-social behaviours through positive feelings as a result of positive experiences

Lunchtimes

Lunchtime Midday Supervisory Assistants (MSAs) work closely with all school staff to ensure that the expectations of our children remain the same throughout the school day. Our aim is to be proactive in engaging children in play activities during the lunchtime session rather than reactive and dealing with issues.

Promoting & Celebrating Success

Staff will promote and catch children showing the following pro-social behaviours around the school

- | | | | |
|---------------|------------|--------------|-------------|
| - Helpfulness | - Caring | - Supportive | - Forgiving |
| - Positive | - Friendly | - Politeness | - Respect |
| - Manners | - Courtesy | - Resilience | - Effort |

The Headship team hold a weekly whole school assembly where the values are a focus and children receive merits linked to the values. Children are publicly congratulated for special efforts and this is shared with parents through a 'MarvellousMe'. In addition, a wide range of strategies

are used to celebrate positive behaviour across the school. These are summarised in the table below however are not exhaustive:

Individual	Whole Class	Whole School
<ul style="list-style-type: none"> - Stickers used by staff across the school dependent on child's age. - Headteacher stickers for positive attitude towards learning - Merits given in recognition of effort or linked to key value - 'MarvellousMe' reward sent to parents - Golden basket (EYFS) 	<ul style="list-style-type: none"> - Verbal praise - Continual encouragement (verbal) to those children who are complying and to a child who has modified their behaviour - Age appropriate, personalised class reward system. - Recognition Wall 	<ul style="list-style-type: none"> - Rewards for improved behaviour and consistently good behaviour - Individual class reward systems in place

All Staff at Ashwell will strive to achieve a consistent approach when issuing rewards and using schools systems for positive reinforcement.

There will be occasions where children's behaviour choices require a consequence. We believe in two forms of consequence:

Protective consequence – the removal of a freedom to manage harm

Examples:

- Increased staff ratio
- Limited access to outside space
- Escorted in social situations / No availability of certain areas
- Differentiated teaching space
- Exclusion

Educational consequence – the reflecting, learning, rehearsing and teaching so the freedom can be returned.

Examples:

- Completing tasks
- Rehearsing
- Assisting with repairs
- Educational opportunities
- Research
- Restorative meetings

Recording and Reporting arrangements

The school keeps a variety of records of incidents of anti-social behaviour. The class teacher records incidents with reference to the warning system; we also keep a record of serious incidents that occur at break or lunchtimes.

Staff are to ensure that all level 2 & 3 incidents are logged and details recorded via CPOMS the same school day. CPOMS is a software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues.

The Headteacher keeps a record of any pupil who receives a fixed-term or permanent exclusion. Racial and Homophobic incidents are recorded on specific forms and reported to the Governing body termly. Parents are to be informed following all Level 2 & 3 incidents. Level 1 incidents will be reported to parents at the discretion of the teacher and dependent on the individual child's circumstances.

Inappropriate Behaviour Choices and related Consequences

	Examples of Inappropriate Behaviour	Action Needed / Consequences
Level 1	<ul style="list-style-type: none"> calling out / talking over others disruption to other children time delaying name calling unwillingness to remain on task reluctance to follow instructions (refusal/defiance) inappropriate language verbal or physical retaliation non-compliance with general class expectations 	<ul style="list-style-type: none"> Verbal and non-verbal warnings issued by an adult Use of planned scripts Visual warnings (age appropriate class system) Move the child to a different seating place Offer limited choice either...or... Offer an appropriate consequence ..if you continue to...then... Time Out in class at a separate work area in class Relevant intervention / support offered “My Reflection” activity to be completed (<i>Verbally in EYFS</i>) <p>*Child must be debriefed by the class teacher about the behaviour at the next appropriate time</p>
Level 2	<ul style="list-style-type: none"> continuous Level 1 incidents as outlined above despite interventions physically or emotionally hurting another child deliberately kicking, punching, biting, spitting, fighting swearing or persistent rudeness throwing objects around room damage to school or personal property <p>* These apply whether the child is the instigator or acting in retaliation *Repetitive level 2 behaviour will result in the issue of level 3 consequences</p>	<ul style="list-style-type: none"> “My Reflection” activity to be completed (age appropriate) Isolation at break/lunchtime – with class teacher or SLT Internal Exclusion Level 1: Time Out, with work, to parallel class Internal exclusion level 2: Time Out, with work, to a senior leader in class Internal Exclusion level 3: Time out with a member of the Headship team or senior leader not in class Meeting with child and parents to decide on course of action Introduction of ‘Behaviour Support Plan’ with specific targets (Child to Report to SLT/DHT/HT) <p>*Child must arrive at time away with their work and a post-it indicating how long they must stay. *Child must be debriefed by the class teacher about the behaviour at the next appropriate time</p>
Level 3	<ul style="list-style-type: none"> serious physical / emotional assault to a child serious physical / emotional assault to a member of staff serious damage to school or personal property continuous breach of rules (Level 1 or 2), despite intervention involving staff, DHT, HT and parents 	<p>Where any of the above has not had an impact over time or for an isolated serious incident, the following procedures should be followed:</p> <ul style="list-style-type: none"> Isolation within school on a 1:1 basis. <p><u>Follow Hertfordshire Exclusion guidance</u></p> <ol style="list-style-type: none"> Exclusion – fixed term Exclusion – permanent

***All level 2 & 3 incidents to be reported via CPOMS the same school day.** CPOMS is a software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues.

* Parents to be informed following all Level 2 & 3 incidents. Level 1 incidents will be reported to parents at the discretion of the teacher

*Staff will exercise professional judgment at all times to ensure responses are appropriate and proportionate to the behaviour.

* Staff will ensure that a child is not repeating their story unnecessarily. Staff will listen and decide on relevant consequences or refer to the relevant adult in school that needs to decide the consequences.

NB: fixed term exclusions may be implemented in isolated incidents that result in harming children, staff or property where an investigation has lead to serious breach of school rules. This is decided on a case by case basis and will involve the HT and at least one Governor.

The De-Escalation Process (Child in Crisis)

Ashwell staff recognise that at times, children find their emotions difficult to manage, leading them to react in an uncharacteristic way. In these situations, we refer to the child as being 'in crisis' rather than saying 'kicking off', 'stopping' or 'playing up'. Staff are trained to follow the process below to ensure that everyone's wellbeing is respected and the child can return to a calm state of mind as quickly as possible.

De-Escalation Principles	De-Escalation Script
Use the child's name	Child's name
Acknowledge their right to their feelings	I can see something has happened
Tell them why you are there	I am here to help
Offer help	Talk and I will listen
Offer a 'get out' (positive phrasing)	Come with me and.....

Physical Interventions (for further details see Restrictive Physical Intervention Policy)

- Staff will take steps in advance to avoid the need for restrictive physical intervention through dialogue and diversion
- Only the minimum force necessary will be used
- Staff will be able to show that the intervention used was a reasonable response to the incident

When the use of restrictive physical interventions may be appropriate:

- Restrictive Physical Interventions will be used when all other strategies been considered and therefore only as a last resort
- There are situations when restrictive physical intervention may be necessary, for example in a situation of clear danger and extreme urgency
- To comfort a student in distress (so long as this is appropriate to their age and understanding)
- To gently direct a person
- For activity reasons (for example in drama, physical games)
- To avert danger to the student, other persons or significant damage to property
- To prevent a person from committing a criminal offence
- To prevent a person from injuring self or others
- To prevent or stop a person from causing serious damage to property
- To stop the person from engaging in any behaviour that is prejudicial to maintaining good order and discipline

Procedures are in place for supporting and debriefing the student after every incident of restrictive physical intervention, as it is essential to safeguard the emotional well-being of all involved at these times

Enrichment Activities

Theatre groups, class visits etc... are an entitlement and therefore children must not be withdrawn from them as a punishment. However, the HT reserves the right to exclude any child from an enrichment activity if his/her behaviour is likely to compromise the safety of themselves or others. This decision must not exclude due to specific needs and disability (refer to the Inclusion Policy).

Inclusion

At Ashwell Primary School, we are focussed on ensuring that all children have access to and an enjoyment of the curriculum. Where behaviour, emotional or social skills restrict access, then a program of intervention will be put in place (small group support –Wave 2). Where this support does not meet the child's needs, Wave 3 (specific to a child) provision will be put into place and a referral for external advice and/or support from another agency will be made. These decisions will be made in conjunction with the parents, class teacher, Inclusion Leader and/or HT.

Our behaviour policy is the plan for the majority of children. In addition, some children may require an Individual Risk Reduction Plan to formalise strategies that differentiate from policy.

In exceptional circumstances, it may be necessary to seek expert advice from external agencies which results in personalising behaviour related sanctions and consequences to meet the specific needs of a child.

Systems for the start of the academic year

Prior to children beginning in their new classes in September, a comprehensive handover from prior class teachers takes place to ensure transition is smooth and that new members of staff have full records of children's history. As part of the transition, staff use the inclusion circles model. In addition to this, teaching assistants also complete a handover of children they work particularly closely with.

Behaviour Agreements with the Children (Class Rules)

During the first week of term, each class are responsible for discussing and agreeing their class rules. This is referred to as a class charter. The class discuss the following:

- How we learn well here
- How we feel safe here
- How we show respect here

A class charter is then produced using positive phrasing e.g., "We will..."

**This will be sent home with the children to discuss with parents*

Language of Behaviour for Learning

We aim to use consistent language across Ashwell Primary School, which is inclusive and encourages children to feel part of the school community and to take responsibility for their own behaviour.

Interactions need to be assertive, directive and non-confrontational – (stick to what/where and when and use this to focus and refocus on appropriate behaviour choices)

Outlined below are examples of how we address children:

Always use inclusive pronouns to build the team idea ... We/Us/Our etc.

"At our school/in our class/at Ashwell..."

Interactions – Describe and Direct

Don't ask can you/will you ...? – These often result in a 'no!'

Instead:

- Describe what you see
- Direct what is required

Examples of Negative Phrasing (Not Expected)	Examples of Positive Phrasing (Expected)
“why are you talking?”	“x – you are talking. This is listening time. Please Stop.”
“why are you fiddling with that...?”	“x – you are fiddling with... That is distracting. You need to...”
“don’t run”	“Walk... Thank you”
“don’t play with that pencil.”	“Put the pencil down... Thank you”
“stop staring out the window/daydreaming.”	“Looking and Listening – eyes this way... Thank you”

Pupils’ Conduct outside the school gates

****Please note this is taken from the DfE Guidance “Behaviour and discipline in schools” (January 2016) and terminology used is not strictly in-line with what we promote in school.***

As stated by the DfE:

- Teachers have the power to discipline pupils for misbehaving outside of the school premises “to such an extent as is reasonable”

Staff are expected to respond to non-criminal bad behaviour and bullying which occurs off the school premises, which is witnessed by a staff member or reported to the school.

Subject to the behaviour policy, teachers may discipline pupils for:

- misbehaviour when the pupil is:
 - taking part in any school-organised or school-related activity
 - travelling to or from school
 - in some other way identifiable as a pupil at the school.

- or misbehaviour at any time, whether or not the conditions above apply, that:
 - could have repercussions for the orderly running of the school or
 - poses a threat to another pupil or member of the public or
 - could adversely affect the reputation of the school.

In all cases of misbehaviour, the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

"My Reflection"

Remember - You Own Your Own Behaviour

- What happened?
- How were people feeling at the time?
- Who has been affected? How?
- What have you learnt from this?

Name _____

Date _____

Remember to write neatly and in full sentences. Explain yourself clearly.

Appendix II – Reflection Activity (Adult led)

Reflect - Repair - Restore

What Happened? (Explore to discover roots)		
What were people thinking/feeling at the time?		
Who has been affected? How? <i>*ensure child knows reality but is not made to feel guilty</i>		
How can we repair relationships?		
SUMMARISE		
Were parents informed?	Y	N
If no what was the reason?		
Is this a:	1st incident	Ongoing concern

****If ongoing - complete Roots & Fruits document with child/parents/staff**

Appendix III – Behaviour Support Plan

<p style="color: blue; font-size: small;">Add picture of child's choice to personalise</p>	<h2 style="margin: 0;">Behaviour Support Plan</h2> <h3 style="margin: 0;">You Own Your Own Behaviour</h3>			
<p>Name: _____ Class: Year 3 Date: _____ Day: _____</p>				
<p style="font-size: x-small;">Ticks: 0 ticks - Not met 1 tick - Partially met 2 ticks - Met</p>	<p>Target 1</p>	<p>Target 2</p>	<p>Target 3</p>	<p>Total</p>
1st Session				
Break time				
2nd Session				
Lunch time				
3rd Session				
Break time				
4th Session				
<p>Target for today: _____</p> <p>Maximum: _____</p>		<p>Today's total _____</p>		
<p>Comments - for parents, children and staff to contribute to:</p> 				
<p>Good Luck</p>				

Appendix IV – Risk Reduction Plan

Risk reduction plan

Name	DOB	Date	Review Date
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Photo	Risk reduction measures and differentiated measures. (to respond to triggers)
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Pro social behaviours	Strategies to respond
Anxiety behaviours (DIFFICULT)	Strategies to respond
Crisis behaviours (DANGEROUS)	Strategies to respond

