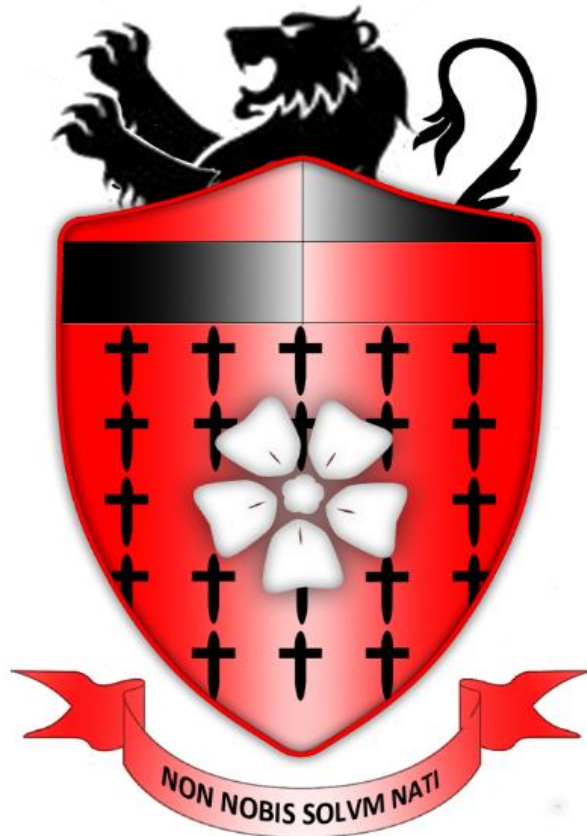


Hornsea School & Language College



Behaviour Policy

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Behaviour Policy

RATIONALE

This policy will help to ensure the highest standards of behaviour at Hornsea School. Good behaviour is based on **mutual respect** and is fundamental in promoting a culture of high expectation and achievement. It directly affects our ability to succeed as individuals and as a school within our community.

This behaviour policy is underpinned by the notion of **rights and responsibilities**. Every member of our school community has the right to be valued, the right to be safe and the right to have the opportunity to achieve to the best of their ability.

Every member of the school community also has the responsibility to value others, to keep everyone safe from harm and to allow others to work and achieve.

Good behaviour is crucial to all aspects of school life. We all have the responsibility to behave appropriately towards others.

This policy should be read in conjunction with the HSLC Positive Discipline Policy (2017).

AIMS

We aim to provide a caring, enthusiastic and orderly centre of learning which also aids social and personal development to:

- Create an atmosphere where students want to aim high.
- Promote an understanding of right and wrong.
- Encourage friendship, respect, tolerance and good citizenship.
- Offer a full challenging curriculum to suit each individual.
- Work in partnership with parents/carers and the community.
- Celebrate all success.

Hornsea School and Language College supports and encourages good behaviour by:

- Having a clear, consistent approach and understanding of what behaviour is acceptable at all times in and outside the classroom
- Clearly defined expectations – RESPECT campaign/Positive Discipline/British Values Agenda
- Valuing and supporting students in taking responsibility for their own behaviour.
- Valuing and listening to people's views.
- Recognising and giving rewards or praise for achievement and good behaviour.
- Giving parents notification of achievements and good behaviour, and guidance on how they might support.
- Giving students appropriate work and support.

Site Rules

- Treat others with respect.
- Behave in a quiet and orderly manner.
- Respect the property of the school, the staff, students and visitors.
- Keep the school and surroundings clean and tidy.
- Abide by school uniform requirements.
- Observe the directions given for your health and safety.
- Follow the 'Expectations The 5 R's' and the Respect Campaign
- Do not smoke, drink alcohol or take drugs on or in the vicinity of the school site.
- Do not bring illegal, dangerous or valuable items to school.
- Mobile phones should be switched off and kept out of view.

Classroom Rules

- Arrive on time, fully equipped, wearing your blazer and ready to work for each lesson
- Bring homework on time, every time
- Place your opened planner on your desk
- Do as you are told by all staff – first time, every time
- Listen carefully when the teacher or another person is talking
- Always try your best without disturbing others

Rewards

Whenever possible students are encouraged and rewarded. Students thrive on praise and this is recognised through our reward system which offers the opportunity to reward students for a variety of achievements including

- Celebration evenings
- Celebration assemblies
- Postcards home
- End of year reward trips
- Ongoing certificates
- Stamps (achievement points)
- Attendance incentives
- Praise and encouragement

Sanctions

Responsible behaviour is the expectation and is encouraged at all times inside and outside the classroom. A variety of sanctions are available to be used when considered appropriate. These include measures to help our students to take account for their actions and behaviour. These might include:

- Verbal warnings
- Written warnings
- Faculty removal
- Detention
- Isolation
- Internal exclusion
- Fixed term exclusion
- Permanent exclusion

Parents/Carers also have a clear role in making sure that their child is well behaved at school. If they do not, the school or LA may ask them to sign a parenting contract or may apply for a court imposed parenting order. (DFE Ensuring Good Behaviour in School 2013)

Students should bring to school only those items required during the school day. Other items may be confiscated and retained either until the end of the day or in some cases until a parent can collect them. Section 91 of Education Inspection Act 2006 enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty.

The school insurance does not cover personal property. PE staff will store valuables during lessons but cannot be responsible for their safety. The responsibility lies with the student.

Out of school activities form part of the extended curriculum and are therefore subject to the same standards and expectations as the classroom.

Physical Restraint

In extreme cases, which are rare but do occur, a member of staff might have to physically restrain a student. Staff follow guidance provided by the Dfes in dealing with instances where physical restraint is considered to be required. (Please see Appendix 2).

Fixed Term Exclusion

A serious breach of the school rules and regulations may lead to a Fixed Term exclusion. Each case will be treated in isolation, with reasonable adjustments being given consideration as and when appropriate

Students are prohibited from bringing weapons and knives of any type onto school premises (including pocket knives, penknives, Swiss Army type knives and fishing knives or any tool or implement that includes an exposed or folding cutting blade or sharp implement of any length). Carrying of or bringing such a weapon or knife onto school premises is a serious breach of the disciplinary policy and consideration will be given to permanently excluding any student who is or has been in possession of such a weapon or knife on school premises'

Repeated and/or more serious misbehaviours could lead to permanent exclusion.

Only the Headteacher can exclude a pupil from school. If the Head is not available, the authority rests with the most senior teacher on site.

Before the decision is made to exclude a pupil, the incident will be investigated; the pupil will be interviewed and will make statements in writing. Where appropriate, witnesses will also be interviewed and will provide statements. Staff or other adults involved will provide referrals or statements as appropriate.

In the event of denial or difference of opinion, the Headteacher will make a decision based on the balance of probability.

Once the decision has been made to exclude, the pupil and parents will be informed as soon as possible. If practical, the parent will be asked to collect the pupil from School at the earliest opportunity. See Appendix 3 for sixth day provision.

Permanent Exclusion

We seek to use all available strategies before resorting to permanent exclusion, including the possibility of a change of setting to another regulated educational establishment where and when appropriate. The School is responsible for promoting good behaviour and discipline on the part of it's pupils and for securing an orderly and safe learning environment.

Serious breaches of discipline will be dealt with through fixed term exclusion. If problems persist, or if severe one-off instances occur it might be judged necessary to exclude permanently.

The Power to search

Head teachers and staff authorised by them have a statutory power to search pupils and their possession, without consent, where they have reasonable grounds for suspecting that a pupil may have a prohibited item. Prohibited items are:

Knives and weapons
Alcohol
Illegal drugs
Stolen items
Tobacco and cigarette papers
E- cigarettes
Fireworks

Pornographic image

Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property

The legal provisions on school discipline also provides members of staff with the power to use reasonable force to prevent pupils from committing an offence, injuring themselves or damaging property, and to maintain good order and discipline in the classroom.

When conducting a search you must be the same sex as the pupil being searched and if possible the staff member (witness) should be the same sex. The exception to this rule is where you reasonably believe that there is a risk that serious harm will be caused to the person if you do not conduct the search immediately.

(DFE Screening, searching and confiscation document)

Allegations of abuse against staff

Allegation of abuse must be taken seriously. HSLC will ensure that they deal with allegations quickly and in a fair and consistent way that provides effective protection for the child and supports the person who is the subject of the allegation.

The allegation will be investigated; the pupil and the staff member will be interviewed and statements will be taken in writing. Where appropriate witnesses will also be interviewed and a statement taken. Staff or other adults involved will also provide statements as appropriate.

In the event of denial or difference of opinion, the Headteacher will make a decision based on the grounds of probability.

In the event that the pupil is found to have made a malicious accusation against a member of staff a suitable sanction will be put in place.

Broad Guidelines

The Headteacher is responsible for promoting good behaviour and discipline at Hornsea School following the principles agreed by the governing body. This behaviour policy has been developed in consultation with governors, school staff, pupil and parents in order to provide a clear framework for communicating and enforcing appropriate behaviour amongst our students.

Hornsea School realises that not only are individual students judged on their own behaviour but the standing of the school locally and nationally will be significantly influenced by the behaviour of our pupils either as individuals or as a group. We want to create the right impression with visitors to the school and to those meeting our students outside the school environment.

This policy can only become an effective working document if all adults in school are consistent in the way the policy is applied. All teachers are responsible for behaviour in their classes but also have a duty to report and/or deal with good or inappropriate pupil behaviour' encountered outside their teaching role.

The policy has been written to comply with the Human Rights Act 1998 and is compatible with Dfes guidance.

Conclusion

Good behaviour is part of the ethos of Hornsea School and Language College, it must be expected and used consistently to maximise effective learning. Standards of good behaviour are an important part of our daily business but also form an immediate way in which we will be judged by the community we serve.

APPENDIX 1 - DETENTIONS

Matters staff should consider when imposing detentions

- Parental consent is not required for detentions.
- As with any disciplinary penalty a member of staff must act reasonably given all the circumstances.
- With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

Detentions outside school hours

School staff should not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.
- Whether the parents ought to be informed of the detention. In many cases it will be necessary to do so, but this will depend on the circumstances. For instance, notice may not be necessary for a short after school detention where the pupil can get home safely; and
- Whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent.

Parental complaint about detention

The Headteacher, or other authorised teacher, may decide the child should have a detention despite the parent's/carer's representations. However, a parent/carer who remains dissatisfied can complain to the Headteacher and the governing body under the school's normal complaints procedures (although there will usually not be time to consider the complaint until after the detention has taken place). However, there is no right of appeal. A governing body has no power to overturn a decision if they consider a complaint before the detention takes place.

A parent concerned about either the principle of detention or how it is used can raise these concerns with the Headteacher or the governing body, or both.

Failure to attend a detention

If a pupil fails to attend an after-session detention for a disciplinary offence without reasonable excuse, the Headteacher should decide how to deal with the absence and the original misbehaviour, normally with a more severe sanction in line with the Positive Discipline policy.

Circumstances for not detaining a pupil

For certain children a detention might never be reasonable however bad their conduct. For example, an after-school detention could probably not reasonably be imposed on a child who lived far from school, if the pupil's only means of travelling home was on a bus leaving at the end of the school day and there was no other way the pupil could get home. However, the onus is on parents to demonstrate any unreasonableness about the proposed detention. Simple inconvenience to parent or pupil in making alternative transport arrangements would not be sufficient reason to withdraw the detention. If after-school detention is not possible, the Headteacher (or other authorised teacher taking the decision) could consider detention at lunchtime or another suitable sanction.

Responsibility for travel arrangements

Although the school must have regard to the availability of suitable travel arrangements after a detention, the responsibility for making those arrangements lies with the parent. The school does not have to pay.

Responsibility for care and safety of children detained

Teachers have a duty to take reasonable care of pupils at school. If a child is injured because a teacher is negligent, the parent could take an action of negligence against both the teacher responsible and the employer (either the LEA or the governing body) under the legal principle of vicarious liability. Schools should also consider carefully the issues of supervision where a single child is detained.

A child injured going home from school after being kept in detention could theoretically have a claim in damages against the school if the child or parent could prove that:

- the school's duty of care extended to ensuring the child could get home safely;
- in the circumstances of the case, they had negligently failed to carry out that duty; and
- the injury was a direct result of that negligence.

If, for example, an unsupervised young child was knocked down crossing a busy road outside the school after a detention, but someone at the school would normally have supervised the child crossing the road at the end of the school day, this could be negligence.

However, the LEA or governing body would not be liable for any accident that happened to the child on the way home after a detention. To succeed in a negligence action, the child or parent would have to prove all three points mentioned above.

APPENDIX 2 – PHYSICAL RESTRAINT

Physical Restraint

The following guidelines are based on WEE Circular 10/98 "Section SSOA of the Education Act 1996: The Use of force to Control or Restrain Pupils" and advice offered by Professional Associations.

The Act allows teachers and other authorised people having control or charge of the students to use reasonable force to control or restrain students.

When can reasonable force be used?

* Reasonable force can be used to prevent students from hurting themselves or others, from damaging property or from causing disorder

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 other
- Prevent a pupil from attacking a member of staff or another pupil, or to stop a fight
- Restrain a pupil at risk of harming themselves through a physical outburst

There is no definition of "reasonable force" but three criteria are established for guidance;

- if the circumstances of the particular incident warrant it (the use of any degree of force is unlawful if the particular circumstances do not warrant the use of physical force – it could not be justified to prevent a student from committing a trivial misdemeanour, or in a situation that clearly could be resolved without force);
- the degree of force must be in proportion to the circumstances (any force should always be the minimum needed to achieve the desired result);
- the age, understanding and sex of the student.

Physical intervention can take a number of forms, for example: physically interposing between students;

- standing in the way of a student;
- holding, pushing or pulling;
- leading a student away from an incident by the hand or arm or by gentle pressure on the centre of the back.

Force that should not be used includes;

- holding round the neck or any other hold that might restrict breathing;
- slapping, punching or kicking;
- twisting or forcing limbs against joints
- tripping
- holding by the hair or ear;
- holding face down to the ground

Recording Incidents

Immediately following an incident where force has been used the member of staff concerned should tell the Head or senior member of staff and provide a written report as soon as possible afterwards. That should include:

the name(s) of the student(s) involved, and when and where the incident took place;

- the names of any other staff or students who witnessed the incident;
- the reason that force was necessary;
- how the incident began and progressed;
- the student's response and the outcome of the incident;
- details of any injury suffered by the student, another student, or a member of staff and of any damage to property.

The Headteacher will need to consider when to inform parents of the incident and whether that should be done orally or in writing.

Restraint must not be used as a disciplinary action or as a punishment. Staff should be extremely cautious about using restraint and must be aware of the school policy on behaviour and discipline.

APPENDIX 3 – SIXTH DAY PROVISION

Sixth Day Provision

- Whenever possible, arrangements will be made with another East Riding Secondary School to provide education provision for pupils on the sixth day of an exclusion. Should this be deemed to potentially put the safety of the pupil in question or others at risk, alternative arrangements will be made in consultation with the local authority's Exclusion and Reintegrations Officer.

Arrangement for the day

- Full school uniform for the day
- Report to the main reception
- Take work provided by Hornsea School
- Students to work in isolation in a designated area – chosen by designated School
- Break and lunch will be supervised by member of staff at the designated School
- Bus timetable to be provided in the event of an exclusion running into the sixth day
- A refund will be provided for the cost of travel on the presentation of bus ticket
- In the event of a pupil being excluded for 5 or more days a re-integration meeting will be set up