

Earlscliffe (Earlscliffe)

Policy: Key Document 3 - Behaviour Policy

Member of SLT responsible: Assistant Head Pastoral (Title not name)

Date of review: November 2023

Date of next review: November 2024 (November of following school year)

Introduction

Earlscliffe encourages students to adopt the highest standards of behaviour, principles and moral standards and to respect the diversity of the school community. We are an inclusive community and welcome students from a wide variety of backgrounds, ethnicities and faiths. We treat each student as an individual and aim to develop young adults ready to take their place in the world.

This policy has been prepared having regard to:

Keeping Children Safe in Education (KCSIE) (DfE, 2023),

Relationships Education, Relationships and Sex Education (RSE) and Health Education (DfE, 2021)

Behaviour in schools Advice for headteachers and school staff September 2022

Searching, screening and confiscation: advice for schools 2022 (September 2022)

Use of Reasonable Force (DfE, 2013).

Ethos

At Earlscliffe we adhere to an established routine and code of conduct. We expect the highest standards of behaviour inside and outside the classroom, as well as outside the school and in the community.

We expect students to treat staff and each other with respect and consideration of different backgrounds, ethnicities and faiths. Harassment and bullying will not be tolerated. We are committed to promoting equal opportunities for all, regardless of race, religion, gender, sexual orientation, physical or learning disability.

Responsibilities

The Head Teacher has overall responsibility for behaviour management. The Assistant Head (Pastoral) and Deputy Head are responsible for day to day behaviour management issues, in conjunction with Group Tutors, House Managers and Heads of Year.

Promoting Good Behaviour

Good behaviour at Earlscliffe is celebrated through Group Tutor time, through Whole-School Forum, and via House Managers through the rewards system (described below). Students are expected to know and understand the Code of Conduct and at all times to comply with reasonable instructions from those in authority.

Code of Conduct

I agree to abide by the following Code of Conduct:

- I will be on time for lessons and registration. If circumstances mean I am going to be late, I will notify those concerned in advance.
- I will be polite and respectful at all times to all staff and students
- I will complete academic work on time and to the best of my ability. If circumstances mean my work will be late, I will notify teachers in advance
- I will adhere to the Uniform Policy
- I will use English in public areas including the dining room
- I will not use a mobile phone in the dining hall
- I will keep the communal areas (kitchen and Common Room) of the Boarding House tidy
- I will be considerate in my use of the shared fridge
- I will keep my bedroom tidy
- I will attend meals as required
- I will not use tobacco, tobacco related substances or vaping equipment
- I will not drink alcohol or use any type of recreational drug
- I will not use unacceptable language
- I will not demonstrate any behaviour that could be considered bullying, including cyber-bullying

Rewards

We encourage the establishment of good relationships between staff and students through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment. Our system of rewards includes:

- Verbal praise and written praise for excellent work
- Constructive reports to, and communication with, parents and guardians
- Merits for positive behaviour, helpfulness and excellent academic performance
- Commendations for excellent performance in TRaC tests
- Pastoral merits for behaviour in boarding.

Sanctions

The Head Teacher, Deputy Head and the Assistant Head Pastoral undertake to apply sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve corporal punishment, or any form of unlawful or degrading activity. Our system of sanctions includes:

- Detention
- Withdrawal of privileges (gating)
- Confiscation of property that is being used inappropriately or unlawfully
- Assistance with domestic tasks (e.g. gardening or cleaning)
- Withdrawal from a school event
- Suspension for a specified period, removal or, in the most serious cases, expulsion

Examples of serious breaches of the school's policy include but are not limited to

- Substance abuse
- Alcohol and tobacco abuse
- Theft
- Physical assault / threatening behaviour
- Harassment on the grounds of religion, race, gender or sexual identity
- Sexual misconduct
- Wilful and deliberate damage to property

Malicious Accusations

Disciplinary action will be taken against students who are found to have made, following an investigation, a malicious accusation against school staff.

We will give careful consideration to whether the behaviour under review gives cause to suspect that a student may require attention under the Safeguarding Policy.

Physical Intervention and Restraint

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority.

Staff should:

- be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described
- never touch a pupil in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay or fun fights

- always allow/encourage pupils, where able, to undertake self-care tasks independently
- ensure the way they offer comfort to a distressed pupil is age appropriate
- always tell a member of SLT when and how they offered physical comfort to a distressed pupil
- establish the preferences of pupils
 - consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- always explain to the pupil the reason why contact is necessary and what form that contact will take
- report and record situations which may give rise to concern
- be aware of cultural or religious views about touching and be sensitive to issues of gender

We reserve the right for our staff to use reasonable force to control or restrain a student in specific circumstances in adherence to the DfE guidance referenced above. Under this guidance, Earlscliffe has a legal duty to make reasonable adjustments for students who may have a disability.

Specific (but not exhaustive) examples of circumstances in which the use of force/ restraint/ control may be permitted are

- If a student has drunk alcohol and is at risk of falling in the Boarding House
- If there is a physical fight between two students in a classroom
- If a student is at risk from a road traffic or other accident whilst on a school trip

Staff are trained to use voices first and to use the minimum force necessary to restrain a student for the shortest possible time. All staff have undertaken the Educare 'Use of Reasonable Force' module. Staff will inform the Assistant Head Pastoral immediately after having to restrain a student. The parent or guardian will also be informed.

Search Policy

Please see separate policy 'Earlscliffe Search and Confiscation Policy'.

Register of Sanctions and Monitoring

Registers of sanctions are kept via the information management system, ISAMS. Records are reviewed regularly by Group Tutors, House Managers and the Assistant Head Pastoral and patterns are identified and appropriate action taken.

A record of serious incidents is kept by the Assistant Head Pastoral.

From time to time, it may be decided that a form of behaviour is increasing in frequency and as such, any particular form of negative behaviour may be escalated from, say, Level 1 to Level 2. When this occurs, students will be notified at a Forum in advance and the reasons will be explained, as well as the duration of the period of escalation.

Stage 1 - a 'Strike' - the sanction is a discussion and taking up five minutes of a student's time

Includes but is not limited to

- Lateness other than at 08:30
- Rudeness
- Late or poorly completed work, in the first instance
- Uniform breach
- Consistent use of their native language in public areas, when that language is not English
- Using mobile phones in the dining hall
- Keeping out of date food in the shared fridge and not removing it when asked
- Failing to tidy the communal areas of the Boarding House following use
- Missing compulsory meals
- Lack of respect for staff or other students
- Not being prepared adequately for class
- Missing lesson registration and not informing staff of their whereabouts
- Casual swearing (not directed at staff or students)
- Failing to observe boarding routines (study time, bed time, registration time) including (during Lockdown) leaving the boarding house without permission from a member of staff
- Not keeping bedrooms adequately tidy, thus preventing the domestic staff from cleaning
- Entering an area off-limits (for example, male students entering female-only areas of boarding)

Parents/ guardians are not informed of Stage 1 disciplinary breaches, but a record is kept in the form of a 'strike', using ISAMS.

**Stage 2 - Detention: Academic (after-school) or Pastoral (Saturday/ Sunday morning)
Detention where a student will complete a reflective statement. This will be filed on ISAMS.**

 Reflective statement

Includes but is not limited to:

- Persistent repetition of the above offences (three strikes or more)
- Deliberately being absent from a lesson or part of a lesson
- Late or poorly completed work
- Academic dishonesty such as plagiarism or cheating
- Dishonesty when asked to account for behaviour
- Use of tobacco or vaping equipment
- Swearing directed at staff or students

- Defiance
- Late at the start of the day (08:30)

Parents/ guardians are informed of Stage 2 disciplinary breaches and a record is kept on ISAMS.

Stage 3 - Internal suspension or External suspension

Includes but is not limited to:

- Repeated breaches of school rules (three detentions or more)
- Abuse of alcohol
- Abuse of drugs
- Use of tobacco or vaping equipment inside a school building
- Physical violence towards others, or threats of violence
- Misuse of electronic communication (for example, a threat towards another student)
- Bullying including cyber-bullying
- Racist or Homophobic behaviour
- Sexual misconduct
- Theft
- Vandalism

may result in an **internal or external suspension** where the student is required to work separately from others for a period of up to 72 hours. The student will also be 'gated'. The gating policy is below.

Gating Policy

Students who are gated must

- Attend breakfast, lunch and dinner at the Main Building (brunch on a Sunday).
- Return to their boarding house straight after the end of lessons on a weekday.
- At weekends, attend Saturday and Sunday detention from 9am to 12pm (Saturday) 11am (Sunday), then return to their boarding house.
- At the discretion of the House Manager, they can go for a walk or run for an hour each day.

External suspension may be used when it is felt that the student needs some time away from school. In these circumstances we will use the student's guardian or parents.

Parents/ guardians are informed of Stage 3 disciplinary breaches and a letter is sent home and kept as a record on the student's file on ISAMS.

The right of appeal is outlined in a separate document called 'Policy on Appeal of Suspensions and Expulsions'

 Policy on Appeal of Suspensions and Expulsions

Stage 1 offences reset each term.

Stage 2 and 3 offences reset each academic year.