

## Behaviour policy

### **Aims and Objectives of the policy**

At Golborne High School as demonstrated in this policy we aim to:

- Promote good behaviour, self discipline and respect through “The Golborne Standard”
- Prevent bullying
- Ensure that pupils complete assigned work
- Regulate the conduct of pupils
- Show how special needs are taken into account
- Comply with the legal guidelines of the Equality Act 2010

\* The Equality Act 2010 is the law which bans unfair treatment and helps achieve equal opportunities in the workplace and in wider society. (Further information on this can be found on [www.homeoffice.gov.uk/equalities/](http://www.homeoffice.gov.uk/equalities/))

This policy should be used in conjunction with other policies such as:

- Safeguarding Child protection Policy
- Use of reasonable force policy
- Anti-bullying policy
- Behaviour procedures document
- On-line safety Policy
- Staff Code of Conduct Policy
- Acceptable user agreement policy
- Equality and Diversity Policy
- Reward and sanctions procedures

### **Code of Conduct**

The school will ask pupils to sign a code of conduct when they join the school. By signing the Home School Agreement, parents will be indicating their agreement with the school behaviour policy.

### **Mission Statement**

Golborne High School is a unique community where young people thrive. Our mission is to provide opportunities that enable every student to have aspirations, vision and great pride in their achievements.

### **Principles underlying the behaviour policy**

- That every member of the school community feels valued and respected
- That school should be an environment where everyone feels happy, safe and secure.
- That every member of the school community is treated fairly and in a consistent way.

### **The rights and responsibilities of all members of the school community**

The rights and responsibilities of school, pupils, parents and carers can be located on the school website.

Positive behaviour is supported through the “Golborne Standard” in all aspects of school life. However, specific reference is made through Assemblies, British Values’ day, Personal Tutor Time, RE, PSHE and Citizenship.

### **Rewards and sanctions**

Specific reference to rewards and sanctions is made in the Rewards and Sanctions Procedure document.

## Online Safety

There is a separate Online safety Policy. Any pupil to be found misusing the school computers will be sanctioned through a Head of House Detention. The school may refer a pupil to Channel or The Police if they are found to be accessing material that could indicate radicalisation is taking place. More information on radicalisation and the statutory Prevent Duty can be found within the school's Safeguarding Child Protection Policy.

Remote learning in times where pupils have to work from home is covered under a separate policy which is outlined on our school website under COVID 19.

## Discipline in Schools – Teachers' Powers

Teachers and all paid staff with responsibility for children (unless the headteacher says otherwise) have statutory authority to:

- Discipline pupils whose behaviour is unacceptable, who break the school rules as set out in "The Golborne Standard", or who fail to follow a reasonable instruction
- Discipline pupils for misbehaving outside school in certain circumstances
- Impose detention outside school hours
- Search, confiscate, retain and dispose of pupils' property

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

## Support Available for pupils whose behaviour indicates significant problems

Golborne High School works tirelessly to manage the behaviour of all pupils. Sometimes additional support mechanisms are employed to help with this. This may include Early Help Framework (EH), Restorative justice, support through I Class Centre, a period of time in isolation (PASS centre), Individual Behaviour Plan (IBP), Pastoral Support Plan (PSP), support from outside agencies, Respite placement, Supported transfer. Agencies include:

- Targeted Support Services (Formerly YOT)
- Startwell
- Deal Workers
- CAMHS
- TESS
- Educational Psychology Service (EPS)

## Discipline Beyond The School Gate

Headteachers have a statutory power to discipline pupils for misbehaving outside the school premises, 'to such an extent as is reasonable'

A teacher may discipline a pupil for any misbehaviour when a child is:

- Taking part in any school organised or school related activity
- Travelling to and from school
- Wearing school uniform or In some other way identifiable as a pupil from the school
- Misbehaving at any time, whether or not the above conditions apply and that:behaviour:
  - Could have repercussions for the orderly running of the school
  - Pose a threat to another pupil or a member of the public
  - Could adversely affect the reputation of the school

## **Detention**

Teachers have a legal power to put pupils in detention. Golborne High School uses detention as a sanction

- During the school day at break time and lunch time
- After school and outside the schools normal working hours

If a child is placed in detention outside normal school hours, parents will be informed in writing or by text, if enough time allows, or by telephone. We do not require parental consent for detentions, although the school will always endeavour to seek a mutually acceptable outcome to all conflict of interests. The school operates no notice detentions in certain circumstances. All pupils who access no notice detentions have been given permission by parents in advance. This is communicated home by text on the day to ensure the pupil is safeguarded.

Detentions should follow the guidance outlined in the separate detention document. Detentions should be given in Year groups only and should not contain a mixture of children from different years. Consideration should be given to the current climate and timings that may affect the child's ability to purchase or eat lunch.

## **Use of reasonable force**

As a general rule nobody has the right to touch, move, hold or contain another person. However, people with a duty of care may use reasonable force in exceptional circumstances where it is sometimes necessary to act outside the norm. Whenever this is the case all staff should be absolutely clear about why this is necessary.

They will use reasonable force only when all de-escalation options have been exhausted. In these situations the member of staff will be offered a debrief and Reasonable Force incidents will be recorded on CPOMS.

**During a pandemic the use of reasonable force in any situation is not advised without the full use of PPE which include, gloves, face masks, face shields and plastic disposable apron.**

**Any actions taken should be in the pupils best interest and should be reasonable and proportionate**

Every effort should be made to de-escalate a situation before reasonable force is applied.

## **Who can use reasonable force?**

The power applies to any member of staff in school. It can also apply to anyone the Headteacher has temporarily put in charge of pupils on an out of school activity and would indicated in a risk assessment.

## **When can reasonable force be used?**

To prevent pupils:

- Committing an offence
- Injuring themselves or others
- Damaging property
- To maintain good order and discipline

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf) Use reasonable force to control or restrain pupils in certain circumstances

## **Exclusion**

Only the Headteacher or, in their absence, their Deputy who is acting in that role can exclude a pupil from school.

The Headteacher may exclude a pupil for one or more fixed periods for up to 45 days in one school year (15 days in a term) In the event that an exclusion exceeds this or an exclusion is permanent a Governors Behaviour or Disciplinary panel may be called.

Exclusions can and will be given for serious breaches of the behaviour policy which may affect the efficient operation of the school, bring the school in to disrepute and impact on the safety and well being of the staff and pupils in the school. This includes breaching any policies and procedures which have been introduced to protect staff and pupils from contracting COVID 19.

In extreme and exceptional circumstances, the Headteacher may exclude a child permanently.

Parents must be informed immediately, giving reasons for the exclusion and making clear the process of appeal.

The Headteacher informs the LA and the governing body about any permanent exclusion and about any fixed term exclusion beyond 5 days in one term.

- Parents are expected to ensure a pupil who is excluded remains at home and is completing appropriate school work. School has a duty to provide work when a pupil is excluded.
- Parents are expected to attend a reintegration interview as directed by the Headteacher.
- Parents have an obligation to ensure their child is being educated following the 6<sup>th</sup> day of exclusion.
- Parents must take responsibility for their child if excluded and ensure they are not in a public place without good reason. If they are found to be in a public place The School or LA may issue a £50 penalty.

## **Searching Pupils and their possessions**

With consent:

Staff can search pupils, with their consent, for any item banned by the school rules.

Without consent:

On reasonable grounds the Headteacher can authorise the search of a pupil's outer clothing and reasonable force may be used to undertake the search. This must be carried out by a member of the Senior Leadership Team. They must be the same gender as the pupil being searched and the search must take place in the presence of the pupil and another witness. A sanction may be applied if a pupil refuses to cooperate with a search under these conditions or refuses to turn out their pockets.

Searches of pupils, including their bags and personal possessions, may be carried if they are suspected of carrying a weapon, alcohol, controlled drugs, stolen property, cigarettes and other tobacco products, pornography, fireworks and anything banned under school rules.

**Searching of pupils during a pandemic should only take place with the correct PPE in place.**

## **Confiscation, Retention and Disposal**

Teachers have the right as directed by the Headteacher, to confiscate inappropriate items. If it is a first offence then the pupil may have the item returned at the end of the day. If it is a repeat offence then the

item will be placed in the main office and a parent or “suitable named adult” will be expected to retrieve the item. The item should be held securely. Gloves must be worn when retrieving an item. The item should then be placed in a clear plastic bag with the pupils name on it.

Weapons or knives must be handed in to the police.

The school has a zero tolerance policy where drugs are concerned. Any child found bringing drugs or alcohol into school may be excluded from school.

## **Screening**

Golborne High School does not screen any pupils but reserves the right to do so without consent.

Further information on searching and confiscation can be found using the following link.

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

## **Malicious Accusations against Staff**

Whilst allegations of abuse will be taken seriously,

- Effective protection will be provided for the child
- Support will be provided for the accused
- Every effort will be made to maintain confidentiality
- Suspension of the accused will not be the default option
- The most serious of sanctions will be applied if the allegation is proved to be false

## **Support For Parents If Required**

**There is support available through the school and the LA for parents/carers in developing their child’s social, emotional and behavioural skills: Examples include:**

- PEIP
- Triple P
- MST
- Startwell Service
- CYPS
- Embrace
- Reintegration interview after exclusion (Legal Requirement)
- Parenting contracts
- Pastoral Support Leaders
- Intervention Managers

## **Schools use of resources to manage behaviour**

Training is offered to all staff through the extensive CPD programme on offer at Golborne High School. Further training requirements can be identified through Performance Management.

## **Anti Bullying**

Bullying is taken very seriously at Golborne High School and for this reason there is a separate Anti-Bullying Policy which addresses bullying in all forms against pupils and staff including forms of on line bullying.

## **Vulnerable groups**

Golborne High School takes into account aspects relating to Race, Religion, Sexuality, Culture and SEN, Disability and other Vulnerable Groups.

## **Respite Placements and Supported Transfers**

As part of a Wigan Protocol, Golborne may choose to send a pupil on a respite placement if they are failing an Individual Behaviour Plan. This is a six week placement at another school. The pupil will return to Golborne and immediately go on to a PSP.

If a pupil fails a PSP, they may go on a Supported Transfer to another school. This is a 12 week placement with a review after 6. If they pass they will go on roll at that school. If they fail, they will be referred to The Three Towers Academy for further assessment. In some cases, if another school would be deemed inappropriate, a referral can be made directly to The Three Towers Academy. Supported Transfers are only used in extreme circumstances and will be agreed by the schools' two Headteachers. The LA no longer underwrites Supported Transfers. Therefore it is important to have a further plan if the Supported Transfer does not work.

If a child commits a serious one off offence, this is something that would be serious enough to prevent staying at Golborne High School, a Supported Transfer can be sought by the Headteacher. In this case, if the behaviour has been good, with the exception of that one incident, the pupil would go on roll at the receiving school immediately.

Other options the school may consider

- Home education packages
- Work Experience
- Other Alternative Education Centres
- Engagement Centres

In all cases the placement will be reviewed at least every six weeks and all safeguarding procedures will be scrutinised in conjunction with the Safeguarding Child Protection Policy.

## **Investigations**

Investigations are an important way to ensure the most appropriate sanction has been applied. It is important that investigations are carried out consistently and fairly and time is taken to ensure that the outcome is correct using "balance of probabilities" as a guide. It is important to take in consideration that schools are not law enforcement agencies and therefore do not need to prove guilt "beyond reasonable doubt". Therefore taking statements and consulting with another adult to discuss an appropriate sanction is good practice.

When carrying out investigation please follow the following guidance:

- Ensure that information is recorded on the investigation proforma
- Ensure that witness statements are taken from all pupils present and recorded on the correct witness forms
- Look at the wider context of the situation
- Telephone parents of all involved parties, including the victim by the end of the day (3.00)
- If the pupil is in Year 7, in the first two terms consult with relevant primary schools to establish any history that the school may not be aware of.
- Utilise any CCTV which may be available
- Ensure that when interviewing witnesses they may feel scared or intimidated. Where possible ensure that witnesses are interviewed and asked to write statements with other children and feel comfortable in doing so.
- Avoid interviewing children on corridors or in public places
- Explain to pupils the need for honesty and how important it is to establish the truth.
- Check what level of SEND the pupils may be at. Take that into account when interviewing pupils and ensure Passports have been read.
- Be transparent at all times and consult with your line manager if in doubt.
- Ensure all information is recorded on SIMS as outlined in the Behaviour Management guidance

### Investigation Check Sheet

Name of the person investigating	Period	
Name of Pupil	Witnesses involved	
Brief outline of incident		
<b>Outcome of investigation</b>		
School Detention	<input type="checkbox"/>	
Head of House Detention (Consult with HOH)	<input type="checkbox"/>	
Curriculum Leader Detention (Consult with CL)	<input type="checkbox"/>	
SLT Detention (Consult with SLT)	<input type="checkbox"/>	
Pass	<input type="checkbox"/>	
FT exclusion	<input type="checkbox"/>	
<b>Checklist</b>		
Are witness statements attached (signed and dated ?)	Yes	No
Has the information been recorded on SIMS?	Yes	No
Have you seen a removal slip from a Curriculum leader? (If applicable)	Yes	No
Have you met with pupil/teacher at the end of the day? (If applicable)	Yes	No
Have parents been contacted?	Yes	No

Signed	Date
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**IF THE INVESTIGATION IS OF A CHILD PROTECTION NATURE, NORMAL DOCUMENTATION AND SAFEGUARDING PROCEDURES MUST BE FOLLOWED**

Copies to:                      HOH                                      CURRICULUM LEADER                                      SUBJECT TEACHER

**Monitoring and review**

The governing body is required to consult staff, pupils and parents on the School Behaviour Policy.

Signed \_\_\_\_\_ Head teacher                      Date \_\_\_\_\_

Signed \_\_\_\_\_ Chair of Governors                      Date \_\_\_\_\_



## **Introduction**

This policy appendix is specifically intended to:

- ensure the safety of every member of staff and pupil during this time
- encourage pupils to take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and fairly during this time
- foster an environment where all members of the school community respect and adhere to the social distancing guidance during this time

The information in this policy will be communicated to:

- Pupils
- Staff
- Parents

## **Pupil Expectations during COVID 19**

Pupils must:

- use the entrance/exit they have been assigned at their allotted time to enter the school building.
- sanitise their hands on entering and exiting the school building and entering and exiting a classroom.
- arrive to school only at the allotted time and then wait until directed to enter the building and walk directly to the classroom they have been assigned. Pupils are not permitted to move around the building freely.
- sanitise their hands on entering and exiting the classroom.
- walk directly to their assigned desk and sit only at that desk. They should not touch any other desk or equipment in the class room.
- use their own set of equipment. Pupils should not share this equipment with anyone.
- Pupils should clean down desks and chairs on leaving the classroom
- Pupils must follow the one way system
- Pupils must stay 2 metres apart on the corridors at all times
- Pupils must wear face masks when travelling to their lessons and on corridors at all times unless they are exempt as defined by the government guidance on exemptions. For pupils to be exempt the school must have evidence of the condition and it must be recorded as medical evidence on SIMS.

Pupils should adhere to the Golborne standard for behaviour as outlined in log books and displayed around the school and follow the STAR 1 procedures.

Pupils must adhere to all COVID 19 procedures at all time. Failure to do so will result in children being placed in lunch time isolation in the first instance. If a pupil repeatedly fails to follow the procedures and put staff and pupils at risk they may be excluded under the DFE guidance for exclusions. This may even result in a permanent exclusion.

Government guidance on hygiene measures associated with COVID 19 must be followed this includes:

- Hand washing
- Hand sanitising
- Coughing
- Sneezing
- Wearing of face masks

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Pupils must only leave classrooms unaccompanied to use the toilet. Toilet visits should, where possible, take place during lessons. There must be no more than 1 pupil in a toilet at one time. Outer toilet doors must remain open. If there is already 1 pupil in the toilet, please wait outside adhering to social distancing measures.

These procedures are to ensure everyone in the school community is safe and any risk of contracting COVID 19 is as low as possible. Failure to follow the guidance outlined above will result in a member of SLT being called and could result in further sanctions.

### **Live / Video Learning**

Expectations regarding Live / Video lessons are outlined in a separate document. Please see attached links:

[https://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/GolborneHighSchool/MainFolder/19-20/Coronavirus/Live-Learning/v2\\_Parent-guide-to-on-line-safety-and-live-or-video-lessons.pdf](https://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/GolborneHighSchool/MainFolder/19-20/Coronavirus/Live-Learning/v2_Parent-guide-to-on-line-safety-and-live-or-video-lessons.pdf)

[https://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/GolborneHighSchool/MainFolder/19-20/Coronavirus/Live-Learning/v2\\_Pupil-guide-to-online-safety-and-live-or-video-learning.pdf](https://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/GolborneHighSchool/MainFolder/19-20/Coronavirus/Live-Learning/v2_Pupil-guide-to-online-safety-and-live-or-video-learning.pdf)

<http://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/GolborneHighSchool/MainFolder/19-20/Coronavirus/Safeguarding/Staff-Guide-to-online-Safeguarding-at-Golborne-High-School.pdf>

Any breach of expectations may result in being removed from online platforms.

### **Staff Expectations**

Staff should expect pupils to follow the rules outlined above as well as The Golborne Standard. If a pupil fails to follow the rules then a warning may be issued, if appropriate. Any further breaches of behaviour or the member of staff has any further concerns, they should call for Patrol by sending an email to SLT.