



Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this policy for behaviour and discipline, will help us achieve this goal.

Behaviour and Discipline

Section 1: Context

We believe that a school's behaviour and discipline policy should be simple, clear and effective. At the centre is the belief that all children and staff should feel safe and secure in order to fully meet their potential, and therefore respect, dignity and understanding of each other are key. Positivity underpins our school culture and environment, but sanctions will be used. Above all, both staff and children will be held to account for their actions and will need to take responsibility for their behaviour and the consequences of their behaviour.

Section 2: Rules

We have one rule at the school and that is for all staff, children and families to act responsibly and follow all policies and procedures of the School.

Each class and Year Group may develop rules with the children which are relevant and bespoke to their class or cohort and which will be developed and designed in partnership.

Section 3: Rewards and Sanctions

The school rewards children in many different and varied ways. These rewards range from whole school celebrations and recognition, through class celebration and recognition, to individual celebration and recognition. Rewards are hard earned and celebrate precise actions or outcomes. The school actively encourages peer to peer recognition and celebration. One system used to recognise and reward the children is the online Dojo Reward system and as children move through this system they are rewarded at 100, 200, 300, 400 and 500 dojos with a badge.

Sanctions will take a variety of forms depending upon the behaviour and the context of the behaviour. These will include a written or verbal apology, detentions during break times, school community service, and removal of privileges. In a minority of situations a child may receive an internal exclusion and be removed from class – see Appendix 1 and 2.

The school may also use restoration and sharing experiences when implementing actions after the event of a behaviour issue. In these cases a member of the leadership team will take lead and implement sensitively an opportunity for the victim of an event to share with the perpetrator how they feel about the event or action and the impact of the behaviour on them. Through talking and sharing in a regulated environment, children are then able to experience the power of speaking up and sharing their feelings with the aim of this leading to change or resolution more swiftly.

Section 4: Exclusion

Temporary or permanent exclusions are used as a last resort by the school but can be used if the behaviour of a child is consistently disruptive to the learning of their peers, is violent or is a danger to themselves, staff and the other children in the school. At all times the school will follow statutory guidance when considering exclusion. Permanent exclusion would usually follow the implementation and development of a Behaviour Support Plan, however this may not always be the case.





Section 5: Physical Intervention by Staff

In very rare cases there may be need for a member of staff to physically restrain a pupil. Only reasonable force would be used and in order to prevent the following:

- A pupil hurting themselves
- A pupil hurting someone else
- Damage to property
- Absconding in school
- Absconding off the school site

Records of this event will be kept.

Section 6: Bullying

Definition

Bullying is when one person or a group of people make another person feel uncomfortable, upset or hurt.

Bullying is intentional – a person who bullies hurts someone on purpose

Bullying is persistent – it happens more than once.

Bullying can be:

Physical – being violent towards someone, stealing from them or damaging their belongings.

Verbal – name calling, saying nasty things about family and friends, making unkind jokes, threatening someone, saying nasty things behind someone's back.

Technological – sending nasty messages, silent or abusive phone calls, and sending nasty emails or messages through social media or gaming platforms

Indirect – spreading horrible stories about someone, ignoring them, excluding them from a game or group.

Our aim is to ensure that bullying is not able to take place in our school and we seek support from families and children towards this goal. However, we know that bullying can take place and therefore we are vigilant in recognising it, and we act swiftly, firmly and sensitively when incidents occur. Our actions would again be determined by the context of the bullying and the children involved.

Section 7: Responding to Racist or Sexual Incidents

The accepted definition of a racist incident is found within the McPherson Report from the Stephen Lawrence Enquiry, and is defined as "any incident which is perceived to be racist by the victim or any other person". Anyone, regardless of ethnicity, can be racially abusive. Racial abuse can include critical or negative comments or practices, on the basis of colour or ethnic group, in a generalised sense. This can include religious intolerance.

If the victim or observer perceives that an incident is racist, then the incident must be reported, irrespective of the outcome of the ensuing investigations. The recording of a racist incident should follow schools' usual recording process for all incidents of inappropriate behaviour. In addition, the incident must be reported to the Headteacher who is responsible for monitoring racist incidents. The school will then complete a [Hate Incident Reporting Form](#) (HIRF), to send to the **Harm Reduction Team** via the reporting system managed by Victim Support Sussex. The school will then analyse incidents as they occur and report to Trustees via the termly Headteacher Report

Sexual violence and sexual harassment can occur between two children of any age and sex from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are





never acceptable. As set out in Part one of Keeping children safe in education (KCSIE), all staff working with children are advised to maintain an attitude of 'it could happen here'.

At BPS we have a zero-tolerance approach to sexual violence and sexual harassment. It is never acceptable and tolerated and should never be passed off as 'banter' or 'just having a laugh'. If a child feels they have been a victim of sexual violence or harassment the matter will be passed on to the leadership team who will support and investigate the incident in a sensitive manner. Appropriate next steps will be put into place and incidents will be reported to the Trustees via the termly head teacher report.

Section 8: Searching and Confiscation

Ensuring school staff and pupils feel safe and secure is vital to establishing calm and supportive environments conducive to learning. Using searching and confiscation powers appropriately is an important way to ensure pupil and staff welfare is protected and help establish an environment where everyone is safe.

Searching a pupil would only be used in rare circumstances and where the head teacher and staff have reasonable ground to suspect that a pupil may have a prohibited item (see below) on their person or in their possession.

The list of prohibited items is:

- Knives and weapons;
- Alcohol;
- Illegal drugs;
- Stolen items;
- Any article that the member of staff reasonably suspects has been, or is likely to be used to commit an offence, or to cause personal injury, or damage to property;
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic images.

An authorised staff member carrying out a search can confiscate any item they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils;
- Is prohibited;
- Is evidence in relation to an offence.

Staff may confiscate and examine electronic devices ie phones; if there is a good reason to do so.

The process for searching and confiscation is set out in Appendix 3.

Section 9: Communication

The school will endeavour to inform and update all relevant parties when such incidents and issues arise, and we actively encourage our parents, carers, families and children to do also. We will keep records of pupil files of all issues. For significant events an Incident Form will be completed.

Section 10: Review

This policy will be reviewed annually or when changes occur to guidance or legislation.





Appendix 1

Behaviour Response

Stage 1 - Action by Pupil
Role of Class teacher
Implement Year Group sanctions Contact by phone/ email parents/ carers of pupil to update if required
Stage 2 - Escalation to Year Leader
When number of sanctions needing to be implemented increases or there is a significant incident
Role of Year Leader
Arrange meeting with parents/ carers and pupil – CT and Year Leader to attend Outline concerns Implement report card system – to be signed off by Year Leader Further sanctions will be removal of privileges ie representing the school at events externally and internally Update SLT
Stage 3 - Escalation to SLT
No improvements in behaviour since implementation of report card – at least 2 weeks of reports
Role of SLT
Arrange meeting with parents/ carers and pupil – CT and Year Leader to attend Outline concerns Implement report card system – to be signed off by member of SLT Further sanctions will be removal of privileges ie representing the school at events externally and internally, plus missing school trips and activities Further sanctions will be internal exclusions
Stage 4 - Escalation
No improvements in behaviour since implementation of report card – at least 2 weeks
Role of SLT
Arrange PSP meeting with parents/ carers and pupil Outline concerns Maintain report card in place and agree additional actions – these may include referral to LBAT and fixed period exclusion Further sanctions may also be after school detentions – to be agreed with parents and carers
De-escalation
As improvements are seen, the pupil will move back towards the beginning of this process





Appendix 2

BEHAVIOUR CARD or CALL to SLT - PURPOSE	
To provide clarity and confidence in roles and expectations for Staff members. To be able to respond more proactively before situations escalate.	
PROCEDURES AND UPDATE	
ISSUE/ UPDATE	
To be used by staff members in order to seek collaboration, sharing of next steps, guidance, challenge, and experience of Duty Teacher. To enable pupil to have space, time, chance to be distracted in order to enable the child to be returned to class as swiftly as possible. This may take place in the teaching space the child is in, or may require the removal of the child. Adults should contact SLT via the walkie talkie.	
Issues for extreme behaviour which is unsafe, violent and verbally aggressive - Internal exclusion or exclusion for a fixed period in consultation with Head teacher. Incident Form to be completed.	
Internal Exclusion	
Child will work at a desk close to the office of a senior leader, a desk outside of the senior leader's offices or in the conference room. Work will be provided by the class teacher or by the senior leader. The child will have contact with the senior leader throughout the day.	

Appendix 3

Searching and Confiscation

1. **Member of staff team raises concerns that a pupil may have on their person or possession a prohibited item**
2. **SLT review concern and decide upon whether a search needs to take place. If so a decision is made as to the process and timing of the search based upon the concern being raised**
3. **2 DSLs, 1 male and 1 female, conduct the search in a safe and supportive location ie HT Office with the cooperation of the pupil; making sure the pupil is clear as to what is happening and why**
4. **During the search the pupil is asked to take out any items they may have in their pockets, coat pockets, school bags, school drawer**
5. **Based upon the outcome of the search the DSLs and or HT decide upon next steps in line with the school's behaviour and discipline policy**
6. **An electronic device ie a phone; can be examined by the DSLs but only with both DSLs present and in the presence of the pupil**
7. **If an item is confiscated the item will be stored securely and returned to the parents/ guardians of the pupil or handed on to the appropriate authority as is required**
8. **The parents/ guardians of the pupil are informed of the search, the reasons for the search and the outcomes of the search**
9. **A report is created using CPOMs for the reason for the search, the process of the search, the staff members present, the items recovered (if any), the communication with the pupil's parents/ guardians**

Trustee/Head Teacher Approval - HT

Approved Date: 16 November 2023

Renewal Date: 16 November 2024

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21 November 2023





10. For further guidance see DFE Searching, Screening and Confiscation (Advice for Schools) July 2022

