



Stepney

PRIMARY SCHOOL

Behaviour & Discipline Policy
(including COVID-19 Wider Opening Addendum)

Updated May 2020

Renewal Date September 2020

At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

1. AIM

To foster standards of individual and social behaviour in school by developing mutual respect, so increasing self-discipline and social responsibility.

To establish and embed consistent rules so that effective teaching and learning can take place.

2. OBJECTIVES

In partnership with pupils, parents and governors our objectives are to:

- enforce school rules to promote safety and good order, and communicate these rules clearly to pupils, parents and governors;
- apply rules firmly and consistently with high levels of supervision, and all staff to provide a good example in their behaviour towards pupils and each other;
- provide real opportunities for children to behave with fairness, consideration and responsibility, and nurture children's confidence and self-esteem by recognising all their achievements, social, sporting, academic and non-academic;
- listen with genuine interest to children and encourage them to listen, take turns, put others first, not leave others out and abide by the rules of games;
- ensure effective classroom management with a stimulating and suitably differentiated curriculum addressing the needs of all our pupils, promptly seeking appropriate advice and assistance;
- provide as interesting and pleasant a physical environment as possible, discouraging littering and vandalism and promoting respect for our environment;
- to develop and enforce an anti-bullying policy;
- to foster an inclusive environment for all, promoting community cohesion.
- **During the Wider Opening of our School following the COVID-19 Lockdown, our behaviour policy addendums will reflect the particular needs that this circumstance requires. We have added this as Appendix (iv)**

3. IMPLEMENTATION

The school uses a form of assertive discipline, coupled with restorative practice techniques and strategies. We use a whole school approach to rules, rewards and sanctions. As a school we have a fair and consistent approach to supporting children's behaviour.

4. ROLES AND RESPONSIBILITIES

4.1 Teaching Staff

All members of staff have a joint responsibility in the implementation of this policy.

Essential to this are:

- regular discussion arising from specific difficulties;
- accurate recording of specific issues;
- seeking commonly agreed solutions;
- support from senior staff and external agencies when necessary;
- mutual support amongst class teachers.

4.2 Non-teaching Staff

The Teaching Assistants and Lunchtime supervisory assistants support children in the classroom with a consistent approach to discipline and learning.

The Head and Deputy support them in their tasks as appropriate.

4.3 Whole school

Our school rules are:

- Follow instructions;
- Show respect for class mates;
- Show respect for staff;
- Complete work;
- Show respect for school property

These are whole school rules, to allow a consistent approach, and are enforced by all staff.

4.4 Reporting Incidents using CPOMS

Alongside many other schools in Hull, Stepney bought into the CPOMS online reporting system in 2016. Teaching and support staff record incidents under a variety of areas including behaviour, child protection and safeguarding, health, and welfare. The headteacher and Child Protection coordinator (the deputy head teacher) are notified of all incidents that are logged. Other staff, depending on their position in school, may receive copies of certain incidents. For instance: the SENCO would receive reports about SEN issues.

Incidents are followed up by actions where necessary.

Please see Appendix (i) for Categories used by Stepney Primary on CPOMS (please note that CPOMS allows each school to create bespoke categories)

5. REWARDS

Children are praised and rewarded by class teachers and non-teaching assistants. Pupils may be sent to other teachers or the Head to show good work.

Children's achievements are recognised in a weekly Achievement Assembly. One child is chosen from each class to receive a 'Star of the Week' certificate, sticker and pencil. Staff keep a record of this to ensure that all children receive this award at least once in the academic year. Since 2018-19, we have had a

Growth Mindset/Learning Muscles ethos across the school, so staff are awarding the Star certificates for pupils displaying these traits.

As well as recognising children's achievement in the weekly assemblies, their work is celebrated by being put on display in the communal areas of the school. Each phase has their own display boards.

Throughout the year we have further assemblies to present awards and celebrate other achievements such as swimming and cycling.

In addition, stickers, certificates and other small prizes are issued by any member of staff as and when appropriate.

6. **SANCTIONS & DETENTIONS** (These are the Non-COVID sanctions – please see appendix iv for sanctions during the Wider Opening period)

Where possible restorative practice techniques and strategies will be followed:.

Sanctions follow an Assertive Discipline approach. These follow 5 stages:-

- If a rule is broken → Pupil will be given a verbal warning.
↓
- If a further rule is broken → Pupil will miss 5 minutes of their playtime & a text message will be sent to parents
↓
- If a further rule is broken → Pupil will miss 10 minutes of their playtime & a text message will be sent to parents
↓
- For repeat detentions → A text message will be sent to parents Inviting them to see the class teacher
↓
- For extreme circumstances → Parents will be called and invited to see a senior member of staff and pupils may be put on report following these meetings. **See Appendix (ii) for a copy of the Report Card.**

NB Parents will be spoken to at the start of the week in which their child is 'on report' and at the end of a/each week. Mid-week meetings with parents will be called if needed
↓

- Repeated 'on report' sessions → This may result in exclusions on an escalating scale from 1 day to 2 days to 3 days

No child can earn minutes back from these sanctions.

7. STEPPING DOWN

If patterns of persistent poor behaviour emerge but a pupil is not getting to the stage that parents would be asked to come into school, it may be necessary to 'step down' so that parents are contacted earlier.

8. DETENTION

Detentions are supervised by a senior member of staff (usually the head or deputy) and the number of times a pupil has detention is recorded in a Detention Folder in accordance with the procedures for sanctions. This is passed to the office staff to text to parents.

A record is kept of this and a chart showing who has had detentions is monitored by the Headteacher. During the year, whole school treats may be organised. Pupils who have had many and repeated detentions may risk losing the privilege to take part in these. These treats do not include visits and other activities which are part of the curriculum.

9. One-to-One Support

More serious offences may mean the child spends time in a room, away from their usual classroom. This is at the Head's discretion and offers an alternative to exclusion. Parents will be informed. However, in 2018-19, we will endeavour to use the Emotional Social Welfare officer to provide assistance and work with the pupil in her room.

For repeated serious offences, or for those at risk of exclusion, pupils may need a Pastoral Support Plan. These are managed by the SENCO or other senior member of staff. Parents and other relevant agencies will be invited to attend these meetings. Class teachers will be expected to liaise with parents and inform parents if the child has had a good day. There will be follow up meetings dependent on the progress made by the child. These will normally occur once a fortnight, however, the final decision on timings will be decided at the PSP meeting.

See Appendix (iii) for a copy of our school Pastoral Support Plan

In extreme cases pupils may be excluded from the school. This will involve the Governing Body.

Poor lunchtime behaviour is reported to the Senior Supervisor. As appropriate he/she will send a letter home to parents or report the incident to the Head. Records of lunchtime incidents are kept by the senior supervisor.

For repeated poor playtime and lunchtime behaviour, a warning will be sent to parents, if this continues the child may be excluded from dinnertimes for up to one week.

10. PUPILS WITH COMPLEX EMOTIONAL AND BEHAVIOURAL DIFFICULTIES

A range of strategies will be used to support pupils with more complex needs, to avoid exclusions wherever possible. These include:

- Individual Behaviour Plans;
- Self-esteem programme;
- Close liaison with home;
- Referral to Primary Behaviour Referral Unit (SENCO).

11. TEACHING STYLES

Consistency in teachers following guidelines is very important, as is the organisation of the framework within which pupils may work. It is also true to say that children learn better and behave better when they are stimulated and challenged.

In an effective working environment one would expect high levels of industry, low noise levels, effective pupil talk and movement around the class that is work-related.

Communication between teacher and pupil is clearly important in class if pupils are to make progress.

12. USE OF RESTRAINT

The Headteacher and senior management recognise the serious implications for all concerned when the use of physical intervention becomes necessary. In particular, they acknowledge the stress and very real anxiety that such actions can and do generate in children and young people, parents/carers and staff. With this in mind, the school follows procedures to ensure everyone has a positive and safe way of responding to behaviour that requires the use of physical intervention.

13. MINIMISING THE USE OF FORCE

In order to minimise the use of force, staff work within the framework of the following principles and procedures:

- creating and maintaining a calm environment that minimises the risk of incidents arising that might require using force;
- using Social and Emotional Aspects of Learning approaches to teach pupils how to manage conflict and strong feelings;
- de-escalating incidents if they do arise;
- only using force when the risks involved in doing so are outweighed by the risks involved in not using force;

- using positive handling plans for individual pupils.

14. STAFF AUTHORISED TO USE POSITIVE HANDING WHERE RESTRAINT IS REQUIRED

Members of the School Leadership team have been trained appropriately in the use of restraint techniques 'Team Teach' and should be called upon if such a need arises. Decisions on whether or not physical intervention is necessary, will be made in accordance with the 'Team Teach' guidance.

14.1 Recording and Reporting Incidents

All incidents involving restraint and/or the use of significant force must be recorded using the CPOMS online system. This record must be completed on the day of the incident and include the names of all members of staff involved and any witnesses. It is the responsibility of the lead teacher involved in the incident to ensure a phone call is made to the child's parents/carers on the day of the incident.

For further information please see the Team Teach handbook and The Whitehouse PRU policy on the use of restraint. Both of these documents are available from the Child Protection Coordinator, Miss J Atkinson.

15. PUBLIC SECTOR EQUALITY DUTY

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6th April 2012.

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all

policies before publication, considered this policy in the light of these requirements to ensure that Stepney Primary School adheres to these statutory regulations.

13. PERSON RESPONSIBLE

This policy has been updated by Mr P Browning
May 2020 in anticipation of the Wider Opening of the school following the
COVID-19 Lockdown.

To be reviewed in Autumn 2020

Appendix (i)

CPOMs Categories used at Stepney Primary School

Guidance

Please use the following codes when reporting incidents on CPOMS. The 'Behaviour' codes have been updated and added to, following advice on the Educare 'Preventing Bullying' course. These are in **bold**. Please note that for some you will need to distinguish between isolated incidents and repeated Bullying incidents.

Agency Involvement	
Behaviour – Cyber Bullying	Choose either the first or the second
Behaviour – Cyber Isolated Incidents	
Behaviour – Disablist Bullying	Choose one
Behaviour – Disablist Discrimination Isolated Incidents	
Behaviour – Exclusions	
Behaviour – General (concerns about repeated incidents)	Choose one
Behaviour – General (isolated Incidents)	
Behaviour – Homophobic, Biphobic or Transphobic Discrimination Bullying	Choose one
Behaviour – Homophobic, Biphobic or Transphobic Discrimination Isolated Incidents	
Behaviour – Isolated Incidents of Verbal & Physical	
Behaviour – On Report	
Behaviour – Peer to Peer Bullying	Choose one
Behaviour – Peer to Peer Isolated Incidents	
Behaviour – Positive Handling – Restraint Needed (Team Teach)	
Behaviour – Racial and/or Faith Targeted Discrimination Bullying	Choose one
Behaviour – Racial and/or Faith Targeted Discrimination Isolated Incidents	
Behaviour – Sexist and/or Sexual Intent Bullying	Choose one
Behaviour – Sexist and/or Sexual Intent Isolated Incidents	
Child in Need	
Child Missing in Education	
Child Protection	
Disclosure	
Drugs	
e-safety	
EHC Plan	
Home Issues (including home alone)	
LAC	
LAC with relative	
Medical Needs	
Parental Complaints (General but not any about specific staff)	
Refugees	
SEN	
Welfare	

Appendix (ii)
Behaviour Report Card

Stepney Primary School

Behaviour Report Card



Name: _____

Date: _____

	<u>Session 1</u>	<u>Assembly</u>	<u>Playtime</u>	<u>Session 2</u>	<u>Lunch Time</u>	<u>Basic Skills</u>	<u>Session 3</u>	<u>Total points</u>
<u>Monday</u>								
<u>Tuesday</u>								
<u>Wednesday</u>								
<u>Thursday</u>								
<u>Friday</u>								

- Points awarded for:**
- Following instructions
 - Showing respect for class mates
 - Showing respect for staff
 - Completing work
 - Showing respect for property

Points required to remain in class: _____

Headteacher: _____

Class teacher: _____

Pupil: _____

Appendix (iii)
Pastoral Support Plan Form



Stepney Primary School Pastoral Support Plan

Student Name:

Year Group:

Contributors to the plan and agreed between:

Date plan agreed:

1. Reasons for drawing up the PSP:

2. Academic Performance/Exam Entry Information:

3. SEN: No

4. Start Date:

5. Review dates –

6. SMART Pupil targets:

7. Identified and agreed rewards:

Home:

School:

8. Actions/Strategies:

9. Monitoring arrangements:

10. Next review:

PSP Review 1 held on:

Present:

Details of Review:

Actions:

Next Review:

PSP Review 2 held on:

Present:

Details of Review:

Actions:

Next Review:

PSP Review 3 held on:

Present:

Details of Review:

Actions:

Next Review:

Student signature:

Parent signature:

Staff signature:

Appendix (ii)

Behaviour Policy 2020 COVID-19 Addendum

At Stepney Primary School we aim to maintain a secure, caring and stimulating environment in which pupils are encouraged to have respect for themselves and each other. Whilst expectations in Stepney Primary School's Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below:

Arrivals, Departures and Moving round the school.

Arrivals

EYFS & year 1 children and parents will enter the back playground via the Beverley Road gate. Year 6 children will enter the front playground via the Stepney Lane playground gate. Children will line up in the designated area and then enter school through their designated entrance with their assigned member/s of staff. Children will enter and will go straight to their designated classroom, keeping a 2m distance from any other individual.

Parents entering the back playground need to keep on the social distancing markers and not move to the children's lines. Parents will then exit the back playground via the Stepney Lane gate near to the adventure trail, thus following a One Way route.

There will be markers on the floors to support children with social distancing.

Departures

At their designated home time, children will leave the building from their designated exit. They will join their parent/s when they have come to collect them, again keeping their distance..

Movement around the school will be limited. When the children leave their classroom to go outside for break, lunch or outdoor learning, they will follow the markers on the floor to encourage them to stay 2m from peers and adults. Children will follow an adult from their classroom on their designated route.

Handwashing and Hygiene

Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel before entering school, before and after eating and at regular intervals during the day.

We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Children will be reminded not to touch their face, mouth, nose or eyes while at school.

Should a child refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

Social Distancing

Children who are old enough will be expected to socially distance from their peers and adults in school and on the playground/field at all times. Year 1 and 6 will have their own table spaced apart. When children enter their classroom, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support, they will not get out of their seats. Should a child refuse to follow social distancing measures, disciplinary procedures and sanctions will be used (see below).

We understand socially distancing may be more difficult for younger children, they will be encouraged wherever possible to keep a distance from peers and adults, however, we understand this may not always be possible.

Toilets

Each classroom will have their own toilets to use. During the period of Wider Reopening, we are making toilets for years 1 and 6, non-gender specific i.e. a toilet that may have been allocated for girls before will now be for one class/group. It is therefore essential that only one child will be allowed in the toilet at one time. They must get permission from the member of staff, who will keep a record of who is using the toilet at this time.

These will be sign posted. Children will be encouraged to use the toilets one at a time (this may not always be possible with nursery and reception children). When a child has finished in the toilet they must wash their hands and use a wipe to clean the door handles. The wipe will then be discarded in the bin of the toilets before they come back into their classrooms.

Break and Lunch times

Children will have a designated time and place to play during break and lunch times. They will have their own equipment that will be kept in a box and cleaned at the end of the day.

Children will be expected to remain socially distant from both peers and adults during play and break times. Children must stay in their designated area at all times.

Lunch will be eaten in their classrooms. Children will eat at their table or in their own space. They will not get out of their seats. Children will have packed lunches or a school lunch which will be brought to them in their classrooms.

Rewards

The Star of the Week system will not be in use during the summer term 2020, but staff will use alternative rewards. Staff may wish to give out merits in their class but they will

not give out merits to children in other classes. Teachers and Teaching Assistants welcome opportunities to praise individuals for good work, attitude or good behaviour, and show recognition, if these are brought to their attention. Above all praise and encouragement should be used as much as possible. Walking through school to show their work to the Head Teacher or other adult for acknowledgement and praise during this time will not be permitted.

SANCTIONS & DETENTIONS DURING COVID-19 WIDER OPENING PERIOD

Where possible restorative practice techniques and strategies will be followed:.

Sanctions follow an Assertive Discipline approach. These follow 5 stages:-

- If a rule is broken → Pupil will be given a verbal warning.
↓
- If a further rule is broken → Pupil will miss 5 minutes of their playtime (with a timeout in the area in which their peers are having their playtime – no pupils to be left in classrooms), staff to make a note of names and these emailed to Admin Assistant who will send a text message to parents.
↓
- If a further rule is broken → Pupil will miss 10 minutes of their playtime (with a timeout in the area in which their peers are having their playtime – no pupils to be left in classrooms), staff to make a note of names and these emailed to Admin Assistant who will send a text message to parents.
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- For repeat detentions → A text message will be sent to parents inviting them to speak to the class teacher via a phone call
↓
- For extreme circumstances → Parents will be called by a senior member of staff and pupils may be put on report following these meetings. **See Appendix (ii) for a copy of the Report Card.**
↓

NB Parents will be spoken to at the start of the week in which their child is 'on report' and at the end of a/each week. Mid-week meetings with parents will be called if needed. **These will be held via phone calls.**

- Repeated 'on report' sessions → This may result in exclusions on an

escalating scale from 1 day to 2 days to 3 days. Parents will be reminded that pupils should not meet with other pupils if they are excluded.

No child can earn minutes back from these sanctions.

Positive Handling & Restraint

There can be times when a pupil's behaviour requires staff physical support to ensure the pupils' own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions. At Stepney Primary we use 'Team Teach' to do this. 'Team Teach' is an accredited training programme. Only staff who are trained in 'Team Teach' will intervene with physical support and only when absolutely necessary.

In the case of a child being at risk, putting others at risk or damaging property the child's parents or carers will be called and asked to pick up their child immediately. The situation will then be reviewed by the Headteacher and a decision will be made on whether the onsite education offer will be withdrawn, in favour of the online/virtual offer, if this is deemed safer for all pupils and staff.

Where a child may need very close contact it is imperative that parents know that the use of PPE where appropriate WILL be used to help avoid cross contamination or any potential virus spread.

Pupil's working from home.

If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils.

Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously and could result in a referral to the police. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.