



Pitsford School

School Policy Document

Name of Policy: Behaviour Management

Audience: Public

Date for Next Review: Autumn 2023

SLT Member(s) Responsible for Reviewing and Updating the Policy: CGW/FMK

INTRODUCTION

At PITSFORD SCHOOL ("the School") our community is based upon respect, good manners and fair play. The School aims to encourage students to adopt the highest standards of behaviour, principles, and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our students is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners, and a secure learning environment play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners. We aim to develop qualities of teamwork and leadership through our extensive programme of extra-curricular activities.

The School is an inclusive community. We welcome students from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his or her place in the modern world.

This policy applies to all students in the School including those in our Early Years Foundation Setting (EYFS). Our designated staff member responsible for behaviour management in EYFS is Mrs Bridges.

CODE OF CONDUCT

The School's community of Governors, staff, parents, and students adhere to an established routine and code of conduct.

CODE OF CONDUCT

Pitsford School's ultimate school rule is that every member of the School, staff and students, treat one another as they would like to be treated. Everyone is valued and cherished and their achievements and passions celebrated.

In order to achieve this, students are expected to:

- Work in lessons with diligence and seriousness, committed to learning.
- Act with maturity and care when inside class or out.



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- Treat all others with kindness and respect.
- Respect all property and keep the school tidy.
- Obey school instructions with regards to uniform and personal grooming.

The School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School. Parents are expected to support the School in managing expectations of behaviour and the provisions of this policy, both at home and at School.

We expect students to treat members of staff with courtesy and cooperation so that they can learn in a relaxed but orderly atmosphere, and to respond positively to the opportunities and demands of school life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at the School, particularly the vulnerable. Harassment and bullying in any form will not be tolerated, including online, or outside of school. Our Anti-Bullying Policy is on our website. The School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, sexual orientation, special educational needs, disability or learning difficulty, marital status, pregnancy and maternity, or the fact that a child is adopted, looked after or is a carer.

The School takes its duties under the Equality Act 2010 seriously and makes reasonable adjustments for students with special educational needs and disabilities (SEND) or certain health conditions.

We expect students to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment, and furniture. We expect students to behave at all times in a manner that reflects the best interests of the whole School community.

The School reserves the right to take disciplinary action against students who are found to have deliberately invented or made malicious accusations, whether against other students, staff or other individuals, which might include any of the actions listed below up to and including suspension/exclusion.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians who accept a place for their child at the School undertake to uphold the School's policies and regulations, including this policy, when they sign the Parent Contract. The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of School. In particular, the School expects parents to support the School's values in matters such as attendance and punctuality, behaviour and conduct, uniform/dress and appearance, standards of academic work, extra-curricular activities, and homework/private study.



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In the event of any behaviour management issue the School will liaise closely with parents where practical and, if relevant, other support agencies including. The School has a number of support systems in place to meet the needs of all students, in terms of our pastoral team and school listener.

The School welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy.

Unexplained Absences

We will always telephone parents on the first day of an unexplained absence to determine the student's whereabouts, in accordance with the School's safeguarding obligations, and the School's policies.

Please note that it is usually the Governors' policy not to allow holiday to be taken during term time unless in exceptional circumstances.

INVOLVEMENT OF STUDENTS

The School promotes an ethos of good behaviour where students treat each other with respect at all times, inside and outside of School, and online.

Our experience shows that the ethos of the School is enhanced by listening to our students and by encouraging constructive suggestions from them, in assemblies, and during form time, Personal, Social and Health Education (PSHE) lessons, project work, drama activities, stories and literature and via Student Voice (the School's Council) which meets regularly.

The School will ensure that all new students are briefed thoroughly on the School's expected standards of behaviour, and we work closely with all students as they transition through the School, from the day they start at the School to the day they leave.

SCHOOL RULES

The School Rules are designed to encourage positive behaviour and self-discipline. The School Rules are set out in the School Rules annex.

Copies of the School Rules are attached to this policy and are on the School's website and in the Parent Handbook, and may change from time to time. Parents and Guardians agree, when signing the Parent Contract, that their child will comply with the School Rules and that they will undertake to support the authority of the Head in enforcing the School Rules in a fair manner that is designed to safeguard the welfare of the School community as a whole.

PROMOTING GOOD BEHAVIOUR

At the School we reward and encourage good behaviour and celebrate curricular and extra-curricular achievements from our students by celebrating this in Form, Year, House and School



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Assemblies. It may be referenced in school letters or on the school's website and social media platforms. The Headmaster may personally commend excellence achievements as well.

SANCTIONS

It is hoped that students will respond to the School's positive encouragement and rewards and will comply with the School Rules at all times. However, the School acknowledges that from time to time, students' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions assist the School in enforcing the School Rules and help the School to set boundaries and to manage unacceptable or challenging behaviour from students.

The Head undertakes to apply any sanctions fairly, reasonably, and proportionately and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will never involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at our School. Examples of sanctions that are used in the School include:

- Verbal reprimand from a member of staff;
- Letter to parents to advise of the misbehaviour;
- Additional schoolwork or repeating unsatisfactory work until it meets the required standard;
- The setting of written tasks as punishments, such as writing lines or essays;
- Detention (at lunchtime/before or after school/on Saturdays);
- Withdrawal of privileges;
- Confiscation of property that is being used inappropriately or without consideration;
- School based service or imposition of a task, under the supervision of a member of staff;
- Assistance with domestic tasks, such as collecting litter;
- Regular reporting, including academic performance reporting, early morning reporting, scheduled uniform, and other behaviour checks, or being identified for behaviour monitoring;
- Withdrawal from a lesson, school trip or team event;
- Suspension for a specified period, removal, or exclusion.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Teachers are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness, or disruption in class, and late or poorly completed work. He/she may impose any of the sanctions above, such as the setting of additional work, or setting a written task. Repetition of misbehaviour will be reported to the Head of Department and to the student's Tutor and may lead to further sanctions.

Minor indiscipline in class or other minor misdemeanours are reported to the student's Tutor and may lead to a greater punishment, such as being set a domestic task for a designated time.

More serious misdemeanours are reported to the student's Tutor, and may lead to the withdrawal of privileges for a designated period.



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Persistent lateness to lessons will be reported to the student's Tutor and may lead to a supervised departmental detention during the lunch break.

Repeated lateness (following warning and/ or punishment), or repeated indiscipline in class will be reported to the Deputy Head and may lead to a School Detention.

Persistently poor academic performance or unacceptable behaviour may result in the student being placed on report where the student's teachers will make written comments on the student's performance at the end of every lesson for a set period of one or two weeks.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with SEND or a particular vulnerability at a particular disadvantage compared to other children, in accordance with the School's obligations under the Equality Act 2010.

The School has a confidential central register of all sanctions imposed for serious misbehaviour. The entries on this register include the student's name and year group, the nature and date of the offence and the sanction imposed.

Serious misbehaviour

The School's Suspension and Exclusion Policy is set out in the Parent Handbook and available on the School's website, and all parents and students should be aware of the more serious sanctions, including suspension and exclusion, that the Head can impose for serious breaches of the School Rules, including but not limited to criminal behaviour. Examples of serious breaches of the School Rules which may result in serious sanctions include:

- Drug abuse;
- Alcohol and tobacco abuse;
- Theft;
- Bullying (including cyber bullying, prejudice-based and discriminatory bullying);
- Peer on Peer abuse;
- Physical assault/ threatening behaviour;
- Fighting;
- Sexual harassment;
- Racist, sexist or homophobic abuse;
- Sexual misconduct including sexting and/or the consensual or non-consensual sharing of nudes/semi-nudes;
- Damage to property; and
- Persistent disruptive behaviour.

Serious sanctions in accordance with the School's Suspension and Exclusion Policy may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/ or warnings.

The School may be forced to exclude a student, or to require him/her to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective.



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Allegations against staff

The School takes its responsibilities for safeguarding extremely seriously. All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate School policies and procedures, in particular the Safeguarding Policy.

Should an allegation made by a student against a member of staff be found to be deliberately invented or malicious, the School reserves the right to treat this action as serious misbehaviour by the student, and manage that misbehaviour in accordance with this policy, and the School's Safeguarding Policy and Suspension and Exclusion Policy, as appropriate. Students should be aware that malicious allegations of abuse against staff (or indeed other students) may result in the suspension or permanent exclusion of the accuser, from the School, and that any such incidents may also be referred to the Police, where appropriate to do so.

Contextual safeguarding

Staff will always consider the context and motive of a student's misbehaviour and consider whether it raises any concerns for the welfare of the student. If staff reasonably suspect that a student may be suffering, or is likely to suffer significant harm, whether inside or outside of School, they should follow the procedures set out in the School's Safeguarding Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL), without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the student's parents accordingly.

MISBEHAVIOUR OUTSIDE OF SCHOOL OR ONLINE

On occasion the School may apply the provisions of this policy to misbehaviour that occurs whilst students are outside the School or online and:

- taking part in any activity organised by the School, or related to the School;
- travelling to and from school;
- wearing school uniform; or
- in some other way identifiable as a student of the School.

This is especially the case for incidents which could have repercussions for the orderly running of the School, or which may pose a threat to another student or member of the public, or where the reputation of the School may be negatively impacted as a result of the misbehaviour.

Serious misbehaviour outside of school (including online) will be dealt with in accordance with the School's [Suspension and Exclusion Policy].



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USE OF REASONABLE FORCE

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a student in specific circumstances. Teachers and any other member of staff authorised by the Head have a statutory power to use "such force as is reasonable in the circumstances to prevent a student from doing or continuing to do" any of the following:

- Committing any offence;
- Causing personal injury to any person (including the student themselves);
- Causing damage to the property of any person (including the student themselves); and
- Prejudicing the maintenance of good order and discipline at the School.

The use of reasonable force means using no more force than needed and will always depend on the circumstances of the case.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour, and must take into account any disability, certain health conditions or SEN that the student may have.

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing student behaviour and all staff are aware that corporal punishment of students is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. The use of force can include either passive contact (such as standing between students or blocking a path) or active contact (such as leading a student by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time off the School premises when they have lawful charge of the student elsewhere (e.g. on a school trip or other authorised out of school activity).

Staff training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that include:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used;
- The chances of achieving the desired result by other means; and
- The relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform the Head immediately after he or she has needed to restrain a student physically.

The School has a confidential register which includes the student's name and year group, the nature and date of the misbehaviour and the sanction imposed. The School will keep this register on a central file so that any patterns may be identified by the School.



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We will always inform a parent when it has been necessary to use physical restraint on their child, and invite them to the School, so that we can, if necessary, agree a plan for managing their child's behaviour. Parents of EYFS students will be informed of the incident on the same day or as soon as is reasonably practicable.

SEARCHING

The School reserves the right to search students and their possessions.

The Head, or a member of staff authorised by the Head, may search a student provided there is another staff member present as a witness. The School does not conduct intimate searches and only a student's outer clothing (for example coats, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a student will first be given the opportunity to 'empty their pockets' and to disclose anything that they should not have in school.

The School will always consider the age of the child to be searched and any SEND or vulnerabilities (including certain health conditions) the child may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's Safeguarding Policy.

The consent of a student will usually be obtained before conducting a search unless the Head (or authorised member of staff) reasonably suspects that the student has in his/her possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the student being searched), or cause damage to property, or the student has, or is reasonably suspected to have in his/her possession any of the following items:

- Knives;
- Weapons;
- Alcohol;
- Illegal drugs;
- Stolen items;
- Tobacco and cigarette papers;
- Fireworks;
- Pornographic or offensive images; or
- Any item banned by the School Rules (including electronic devices).

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the student being searched) if the search is not carried out immediately, the Head (or authorised member of staff) is permitted to carry out a search of a student of the opposite sex. The Head (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

The School will inform the student's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.



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The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

CONFISCATION

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks they may be retained or disposed of by the member of staff but will not be returned to the student.

Controlled drugs will be delivered to the Police as soon as reasonably practicable but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance it will be treated as if it is controlled.

In respect of weapons, or items that are believed to be evidence of an offence, these will be passed to the Police as soon as possible. Stolen items will also be delivered to the Police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies an item banned under the School Rules, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

Electronic devices

Where an electronic device is found during a search and that device is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic devices is not required but they will be informed after the event unless doing so presents a further risk to any child.

Any decision to search a child's device should be based on the professional judgement of the DSL and should always comply with the School's Safeguarding Policy. The School will document the decision, including times, dates and reasons for decisions made in its safeguarding records. Parents and carers.

If during a search the School finds material which concerns them and they reasonably suspect the material has been or could be used to cause harm or commit an offence, they can decide whether they should delete the material or retain it as evidence of a criminal offence or a breach of school discipline. They can also decide whether the material is of such seriousness that the police need to be involved.



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The School may erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device contains material that has been or could be used to cause harm or may contain evidence in relation to a breach of the School rules (where a decision may be made whether to delete or retain the material) or of a criminal offence (for example, certain pornographic material including nudes or semi-nudes of a student or another child), where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to a criminal offence, the School can decide whether it is appropriate to delete any files or data from the device, and may confiscate the device as evidence of a breach of this policy and the School rules, and may then punish the student in accordance with this policy and the Suspension and Exclusion Policy, where appropriate.

In the event that the search highlights a safeguarding concern in respect of any student, the School will follow the procedures set out in the School's Safeguarding Policy.

TEACHING AND LEARNING

The School aims to raise the aspirations of all of its students and to help them to appreciate their potential for achievements both inside and outside the classroom. Students are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way within the School. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every student to cooperate and to work hard.

COMPLAINTS

We hope that parents will not feel the need to complain about the operation of our Behaviour Management Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's Complaints Procedure (which apply equally in the EYFS setting) are on our website. We will send you copies on request.

MONITORING AND REVIEW

The School will record all behavioural incidents and sanctions in accordance with this policy which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy.

The School will consider whether there are patterns of concerning, problematic or inappropriate behaviour among students which may indicate that there are possible cultural issues within the School which may be enabling inappropriate behaviour to occur. When patterns are identified, the School will decide an appropriate course of action, which may include more staff training, incorporating learning points into student's PSHE/RSHE lessons, or amending this policy.

This policy is reviewed and updated at least annually by the Headmaster.



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ANNEX

THE SCHOOL RULES

Pitsford School is a happy and friendly environment and the school rules exist to ensure that this culture and experience are maintained and that all members of the community are safe and valued.

Everyone in Pitsford School must obey the law and any infringements which are legal in nature may be reported to the police. Within school, any such offences can carry with them the most severe punishments, up to and including suspension and expulsion. These include:

- Theft.
- Use and/or possession of illegal substances.
- Assault and threatening behaviour.
- Sexism.
- Racism.
- Vandalism.
- On-line behaviour which is illegal or threatening.

More specifically, within school, our rules are:

1. Students must respect one another, and all members of staff, demonstrating kindness and politeness at all times. They must not act in any way which would hurt another member of the community.
2. Students must obey instructions given to them by staff and Sixth Form students.
3. Students are expected to be polite to all visitors to the school.
4. Students must not tamper with any equipment designed to ensure safety on site, this includes fire extinguishers and fire doors.
5. Phones are not permitted for Years 7-10 and, if in school, they must be left in the School Office. For Years 11 and the Sixth Form phones may only be used in designated Common Rooms.
6. Students can only eat and drink in areas which are designated for that purpose.
7. Chewing gum is prohibited.
8. Students must wait outside a class until the teacher arrives (if a teacher has not arrived within five minutes, two students should report this to the School Office).
9. Students may not leave a lesson or activity without the teacher's permission.
10. Students who are late to school must report to the School Office on arrival. Similarly, if students leave school early, they must have parental permission and must sign out in the School Office before departure.



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11. If a vehicle is in the Quad, all games must stop.
12. Clothing and property must be name-tagged.
13. All property, including clothing, must be removed from school at the end of each half-term.
14. School rules apply on school transport and on any trips off-site. In addition, all seatbelts must be worn when appropriate on school buses.
15. Around school, students must remain on paths and they are not allowed on grass verges.
16. The following areas of school are out of bounds to all students unless supervised by a teacher:
 - The walled garden.
 - The woods.
 - The area around the swimming pool.
 - All roofs.
 - All lawns behind Pitsford Hall.
 - Inside the Science Blocks.
 - The Nuns' Graveyard.
 - The car parks.
 - The 1st XV pitch, cricket square and long-jump pit.
17. The presence of cigarettes, vaping devices, alcohol and any non-prescribed drugs is **strictly prohibited**.
18. Antisocial behaviour (which includes offensive language, spitting, threatening behaviour) is **strictly prohibited**.
19. Possession of weapons (including knives, guns and fireworks) is **strictly prohibited**.
20. Smoking in school, or on the way to and from school, is **strictly prohibited**.

Individual departments may have rules specific to their lessons, buildings and classrooms. They will be displayed clearly, and students must obey them.

Sanctions

Failure to obey school rules can result in the imposition of a series of sanctions from 'minors' through 'detentions' up to and including suspension and expulsion.

For minor infractions of school rules, staff and Sixth Formers can set a '**minor**' which is a written task, as specified by the setter, of 500 words which must be completed overnight.

The completed punishment must be presented to the setter the following morning and must be signed by the student's parent or guardian. If students feel that the setting of a '**minor**' by the Sixth Form was unfair they can appeal it directly to the Headmaster, who will investigate and may cancel the punishment or, if he deems it appropriate uphold it or impose a stricter sanction.



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Failure to produce a '**minor**' is serious and will be followed up and will result in a more serious sanction being imposed.

Teaching staff can set a detention led by them, which can take place at **break** or **lunchtime**. Offences which can trigger this response can include late or missing homework, lack of effort and disrespect in or outside lessons.

For more serious or repeat offences, a **School Detention** can be set by a teacher. These take place on Friday lunchtimes between 1.00 and 1.45pm, following which students can eat lunch. Parents are notified of every school detention and if poor behaviour continues, at the Deputy Head's discretion, a **Saturday Detention** will be set.

Saturday Detention takes two hours (10am-12pm) and is served in school, under staff supervision. It takes the form of students coming to school, in uniform, with work to complete in silence. If no work is brought, students will be given written tasks to complete in silence, for the length of the detention. The date of **Saturday Detention** will be set by the Deputy Head who will notify parents and guardians in advance.

The Headmaster or, in his absence, the Deputy Head, can suspend or expel students from school. This will only happen in the most extreme cases and will always involve a full discussion with parents. In cases of suspension and expulsion the Chairman of Governors will be notified, and parents can appeal the Headmaster's decision to him.