

Trinity Catholic School Behaviour Policy September 2021



Our school's mission statement - "A Catholic learning community devoted to the common good" Also our school motto is " Equal by means of God's image", in our community, faith is at the heart of everything we do, and our motto recognises as well as recognising that we are all made in the image of God.

AIMS

Members of the Governing body and staff aim to create a positive learning environment in the school by:

- Following a whole school approach to good behaviour and discipline with clear guidelines on the use of rewards and sanctions, and reasons for sanctions being used.
- Building self-esteem, self-discipline and positive relationships based on mutual respect.
- Ensuring fairness of treatment for all by promoting the Equal Opportunities Policy on gender, religious belief, ethnicity and disability.
- Supporting staff in their classroom management by ensuring a consistent approach to positive and negative behaviour.
- Using behaviour tracking systems to identify concerns to enable early intervention.
- Using a variety of intervention strategies to overcome barriers to learning.
- Providing a safe environment free from disruption, violence, bullying and any form of harassment.
- Encouraging a positive relationship with parents and carers to develop a shared approach to involve them in the implementation of all aspects of the school's policy.

PRINCIPLES

In keeping with the school motto "Equal by means of God's image", members of the Governing body and staff believe the Trinity Catholic School community will work to include everybody so that all learners can succeed.

- All pupils are expected to work towards the Trinity Catholic School of Integrity, respect, resilience and aspiration.
- We are all made in God's image and therefore all members of the school community should be treated with the same dignity.
- All pupils have a right to learn in an environment in which they feel safe.
- All pupils and staff have the right to be respected.
- In order to support successful learning all members of the school community have a right to know what level of responsibility and self-discipline is expected of them. All pupils have a right to learn from their mistakes.
- Success will be recognised and celebrated.

PUPIL RESPONSIBILITIES

Everyone has responsibilities. The following reflects the responsibilities/entitlements of pupils in relation to this behaviour policy and the expectations of the staff and governors of Trinity Catholic School

Each pupil has the responsibility: -

- to respect the Catholic nature of the school.
- to cooperate with any reasonable request or instruction given by any adult.
- to attend school regularly.
- to be punctual for every session.
- to wear the correct uniform (as detailed in the uniform guidance).
- to always have the correct books and equipment.
- to behave in an acceptable manner in all lessons and in all situations in and around school including on the way to and from school.
- to complete homework and keep deadlines.
- never to use any form of verbal abuse (in any language) or physical abuse.
- to look after the environment by discarding litter responsibly, not defacing posters, displays or other people's work.
- to recognise and respect the rights of others, whether they are full-time members of staff, supply staff, student teachers, ancillary staff, office staff, visitors or other pupils; and
- to do the above regardless of race, creed or sex
- never to sell any item for personal profit or without the knowledge of the Head of Year
- Never to film or take photographs of other children or teachers on mobile devices or school equipment.

PUPIL ENTITLEMENTS

Each pupil should expect and feel entitled to;

- to feel secure in their Faith.
- to be safe and secure in the care of the school
- to be treated as an intelligent, capable human being.
- to be treated with courtesy and respect.
- to be able to take part in lessons in a proper learning environment.
- to be educated to their full potential.
- to develop personal feelings, opinions and values.
- to develop confidence which will encourage security as an individual, recognising the consequences of personal behaviour
- to develop respect for the rights of others.
- to know that their possessions will be safe and secure; and
- to receive support in their learning and personal development, where necessary

REWARDS

Pupils have the right to the following rewards for good work or behaviour, either academic or practical:

- to be praised when you receive positive points on Bromcom
- to go to another teacher with work for congratulations.
- to be seen by the Headteacher/Assistant Head or Head of year for congratulations
- to be given positive marking.
- to be awarded certificates where appropriate.
- to have letters of commendation sent home/to have praise postcards sent home.
- to be given realistic praise at Parents' Evenings.
- to be given annual appraisal in yearly reports.
- to have good behaviour/work noted on school records.
- to be praised during form time.
- to be praised during Collective Worship.
- to be rewarded at Achievement Assemblies/Prize Giving Ceremony.
- to receive rewards/prizes for outstanding contribution/citizenship/effort/attendance/punctuality/behaviour.
- to receive positive points for good work/citizenship.

AVAILABLE SANCTIONS

Teachers and members of staff can:

1. Give immediate verbal punishment for misbehaviour in the classroom.
2. Use the electronic system available to record any misbehaviour
3. Remove a pupil to another part of the classroom.
4. Issue a detention.
5. In most instances, students will receive a verbal warning and be asked to adjust their behaviour but if their behaviour continues to fail to meet the expectations of the member of staff then s/he will send for Patrol to come and remove the pupil from the classroom, and they will be taken to Internal Inclusion. This will be an immediate consequence and they will remain there for the rest of the day until 4.30pm. If students are taken out of P4 or 5, they will be placed into II for the full day on the following day. If the behaviour incident is serious then the student may not receive a verbal warning.
6. These sanctions also apply to behaviour in other situations such as movement in corridors, in the canteen or on the playground for example
Parents will be informed by text of the behaviour incident and may be asked to attend a meeting with your Head of Year/Assistant Principal/Vice Principal or Principal.
7. Persistent disruptive behaviour, refusal to go into II or stay until 4.30 may result in a more serious consequence such a Fixed Term Exclusion

Obviously, we hope that this situation will not arise, but we must ensure the teacher's right to teach and the right of every child to learn.

8. Persistent poor behaviour could also result in the child going onto the report system. If a pupil displays a series of problems for a variety of staff, then the following referral system can be used:

Stage 1 - Form tutor
Stage 2- Head of Year
Stage 3 – SLT report

9. A meeting of all parties involved may be called by SENCO/Vice Principal/Senior Assistant Principal/ or one of the Pastoral team, with further meetings if necessary. (Parents must be involved). This may result in the pupil being placed on a Behaviour contract and spending some additional time in Internal Inclusion.
10. A managed move to another school may be sought via the Fair Access Panel.
11. The pupil may also be removed from mainstream lessons and placed on Work Related Learning or in alternative provision (this may be short or long term).
12. If all else fails, discussion will take place with all involved to decide the future of the pupil at Trinity Catholic School and this may result in the pupil being permanently excluded.

Note on detentions

- Detentions in our school can be given by both teachers and support staff
- Detentions might be given within the school day (for example at lunchtime) or after school.

ACTION

Pupils will normally be referred to the Inclusion room – or excluded - for the following misbehaviour.

- abusive behaviour towards staff or pupils
- bullying
- acts of violence
- racism
- sexual harassment/inappropriate behaviour of a sexual nature
- a serious incident deemed by the school to be of severe detrimental effect to the well-being of the community
- continual disruption
- disruptive/dangerous behaviour on the corridor or in unstructured time.
- incorrect uniform/hairstyle.
- refusal to follow instructions.
- Filming or taking photos of members of staff or other pupils.
- Inappropriate conduct on social media
- Stealing

Fixed Term Exclusions

If the pupil is sent home at the end of the day with a letter, then parents will be telephoned. We may see it as necessary to send a pupil home immediately and parents will be asked to come into school and collect their child. The parents are invited in to discuss the incident. Excluded pupils should take work home to do whilst they are excluded.

Any pupil who has been sent home for serious misbehaviour eight weeks prior to a trip **or** whose behaviour has shown they cannot be trusted to be taken out of school **will not be allowed to participate in a school visit.**

Fixed term exclusions are carried out strictly according to statutory guidelines, and parents are made fully aware of their rights of appeal.

The Principal may exclude a pupil (fixed term exclusion) for up to 45 school days (9 school weeks) in a school year. For the first five days of any exclusion, it is the parent/carer responsibility to provide care and supervision for their child. After the fifth day the school will make provision for the pupil.

After exclusions, the pupils will report to the Senior Assistant Principal or Head of Year who will re-admit them.

It is the duty of the re-admitted pupil to ask their subject teachers for any relevant work missed and to complete it by the date requested by that teacher.

On their return, pupils:

- (i) may spend some time in the Inclusion Unit reflecting upon their inappropriate behaviour
- (ii) may be placed on report to the Head of Year.
- (iii) may be placed on Headteachers Contract for extremely serious offences or continued disruption.

PERMANENT EXCLUSION

The Governors of Trinity Catholic School have decided that pupils may automatically warrant a PERMANENT EXCLUSION for the following:

- (i.) bringing a weapon to school (imitation or otherwise)
- (ii.) using a weapon.
- (iii.) bringing to, using or selling drugs in school.
- (iv) any action(s) that in the opinion of the Principal may endanger students or staff as they go about the business of education.

PUNISHMENT FOR MISDEMEANOURS

Detention will also be issued if a student is late for school on more than one occasion in five days. - Parental permission for detention is no longer required and we would like to work with parents by keeping them fully informed.

- Consequences for poor behaviour may also be issued when: -

- (i.) The pupil is taking part in any school organised or school related activity.
- (ii.) Travelling to or from school.
- (iii.) Wearing school uniform or –
- (iv.) In some other way identifiable as a pupil at the school (including the misuse of electronic means of communication) or –
- (v.) The misbehaviour could have repercussions for the orderly running of the school or –
- (vi.) Poses a threat to another pupil or member of the public or –
- (vii.) Could adversely affect the reputation of the school.

Note - Please note that Teachers have the power to discipline pupils for misbehaving outside of the school premises and our usual consequences for poor behaviour will apply.

SEARCHING AND CONFISCATION

School staff can search pupils **with their consent** for any item which is banned by the school rules.

Pupils can be searched where there are reasonable grounds for suspecting that they are in possession of a prohibited or banned item without consent (see below). Pupils can be searched on school premises or, if elsewhere, where the member of staff has lawful charge of the pupil (e.g., on a school trip or at a sporting fixture). The school can require pupils to undergo screening by a walk through or handheld metal detector/arch even if they are not suspected of having a prohibited item.

If a member of staff suspects that a pupil has a banned item in their possession, they will ask the Principal to carry out a search. The Principal or their appointed member of staff will instruct the pupil to turn out their pockets and/or their bag. If the pupil refuses, then an appropriate sanction will be applied which could include a Fixed Term Exclusion

If a pupil has refused to be searched the Principal or Key Senior Staff (VP, SAP) we can still carry out a search in line with guidance set out below. If a pupil refuses to be screened, the school may refuse to have the pupil on the premises.

1. The item is a prohibited item – knives or weapons, alcohol, illegal drugs and stolen items. They also include ‘an 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 to, or damage to the property, of any person’. In the case of an offensive weapon/illegal substances the school may be forced to involve the police if the student refuses to be searched
2. The member of staff has reasonable grounds for suspicion. For example, they might have heard other pupils talking about the item or they might have noticed a pupil behaving in a way that causes them to be suspicious.
3. The search should be carried out by a person of the same sex where possible and another member of staff (preferably of the same sex as the pupil) should be present as a witness).
4. The person carrying out the search will not ask the pupil to remove any clothing other than outer clothing such as hats, shoes, boots, coats and scarves. Jumpers/sweatshirts would also be included where the pupil has a t-shirt or shirt beneath it.

5. Any of the pupil's possessions may be searched – this includes bags, coat pockets, lockers etc. Confiscated items will be held by a Senior member of staff (Principal, VP, SAP) for safekeeping and return or disposal.

The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to any items they have confiscated, provided they have acted lawfully, are in line with this guidance and have dealt with the confiscated items in the ways described below.

Items banned by the school rules

Items banned by the school rules	Procedure after confiscation
<ul style="list-style-type: none"> • Mobile phones; iPod; headphones; baseball hats, hoodies • Cigarettes; e-cigarettes; shisha pens; tobacco; filter papers etc. 	<ul style="list-style-type: none"> • Kept for up to 5 school days and then returned to the pupil or parent. • Disposed of
Prohibited Items	Procedure after confiscation
<ul style="list-style-type: none"> • Knives and other weapons • Alcohol • Illegal Drugs • Other substances not believed to be controlled drugs • Stolen goods • Any article that a member of staff reasonably suspects has been used to commit an offence or cause personal injury to, or damage to the property of any person in the school. 	<ul style="list-style-type: none"> • Handed over to the police • Disposed of • Handed over to the police • Handed over to the police to be disposed of • High value – handed over to the police – small value returned to the owner • Returned to parents or disposed of • Handed to the police if it is an illegal item or if an offence has been committed

DATA ON CONFISCATED ITEMS

Should there be concerns about any data or files on a confiscated item, this should be reported to a senior member of staff. The data may be examined and, if appropriate, erased. This will be carried out with the pupil present and in the presence of another member of staff who will act as a witness. Parents will be informed. Data or files which could be searched for

Data or Files which could be searched for	Actions taken
<ul style="list-style-type: none"> • Indecent images that may cause harm or offence to others in the school community • Information relating to illegal activity in the school (such as drug issues) • Images of staff members 	<ul style="list-style-type: none"> • Files deleted and the device returned to the pupil or parent. If serious (such as child Protection issue) this may be reported to the Police or Children's Services • Device handed over to the Police • Files deleted and device returned to parent or pupil or reported to the Police if appropriate

USE OF REASONABLE FORCE

The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. Schools have a legal duty of care for all their pupils. As such a school cannot have a 'no contact' policy. Where a pupil is creating a situation where they are threatening the wellbeing of other pupils or adults in the school, reasonable force may need to be used to control or restrain. It will only be used as a final option. Staff will always try to intervene verbally before using reasonable force. Where staff fear for their own safety and the pupil is not responding to a verbal request, help should be sought before intervening. A senior member of staff will usually be available should staff need support.

Reasonable force may be used to prevent a pupil from doing the following:

- Committing any offence.
- Causing personal injury to, or damage to the property of, any person (including the pupil themselves).
- Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils, whether this behaviour occurs during a teaching session or not.

In Trinity Catholic School reasonable force may be used to:

- Remove a disruptive pupil from a classroom where they have refused to follow an instruction to do so.
- Prevent a pupil behaving in a way that disrupts the behaviour of or affects the safety of others.
- Prevent a pupil from attacking a member of staff or another pupil.
- Stop a fight in the school grounds or on a school trip or visit.
- Restrain a pupil at risk of harming themselves. In all cases force will only be used when it is reasonable, appropriate and safe to do so. Adjustments will be made depending upon the age and gender of the pupil, if they are disabled or not or whether they have Special Needs or not.

Where reasonable force has been used, parents will be informed, and an incident form completed.

Note - It is not illegal to touch a pupil. There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary.

Examples of where touching a pupil might be proper or necessary:

- When a pupil is being congratulated or praised – handshake.
- Demonstration of how to use a musical instrument.
- Demonstration of exercises or techniques during PE lessons or sports coaching.
- To give first aid.

All complaints about the use of force will be thoroughly and speedily investigated in line with the school's complaints policy. **The onus is on the person making the complaint to prove that their allegations are true** and not the member of staff to show they acted reasonably. Suspension of a member of staff is **not** an automatic response to a complaint being made.

Note - Violent or abusive behaviour may constitute criminal act and police may be called if appropriate.

INVOLVEMENT OF OUTSIDE AGENCIES

Trinity Catholic School works positively with external agencies. We seek appropriate support from them to help ensure that the needs of all pupils are met. Most pupils needing support from external agencies are identified through the SENDCO. For some children the Child Protection agencies may need to be involved. This will usually be done through the Designated Senior Person. For some pupils referrals may need to be completed, others may need to be referred to the early help assessment via Mr Alton or Mrs Morris