

# St Francis Xavier Catholic Primary School



## Behaviour and Discipline Policy and Procedures.

2021 – 2022

(please also see our Exclusions, Anti-Bullying and Online Safety policies)

### COVID 19: Coronavirus

Please refer to 'Addendum to Behaviour Policy in consideration to Covid 19: Coronavirus' at the end of this document, which is based on advice set out by the government, refer to:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-a-behaviour-principles>

All children have the right to a safe and secure environment. We begin from the Christian idea that all people are to be given respect and we wish to reflect Jesus command, "Love one another as I have loved you." From this, there are two school rules:

To aspire to be the best that we can be  
and  
To treat others as we wish to be treated

All members of the school community are entitled to work and learn in an environment free from:

- ❖ Misbehaviour whether this is persistent, defiant or low-level disruption.
- ❖ Bullying, peer on peer abuse of any sort, assault, physical, racist, homophobic, sexist or verbal abuse.
- ❖ Unacceptable language.
- ❖ People carrying offensive weapons or illegal substances.
- ❖ People showing inappropriate materials, e.g. violent, age-inappropriate or sexual.
- ❖ Accidental or deliberate breaches of school rules.

As a community we are working together to provide a framework of expectations for appropriate behaviour and achievement through the use of Superstar Steps (see **APPENDIX A**). We expect:

- ❖ All pupils to show respect and courtesy towards teachers and other staff and towards each other.
- ❖ Parents to encourage their children to show that respect and support our school's authority to discipline our pupils.

The reward offered from reaching the top of the Superstar Steps will be a prize draw for a reward that celebrates their excellent behaviour. The reward will be chosen by the staff and given to four pupils from each class on the school's Values and Virtues day. This will be a day of celebration for ALL pupils in school. The focus each term will be Virtues and Values.

### **Responsibilities of Children**

1. To work to the best of their abilities and to allow others to do the same.
2. To treat others with respect at all times, regardless of race, sexuality, religion etc.
3. To respond appropriately to the instructions of staff and other adults working in school.
4. To take care of property and the environment in and around school.
5. To cooperate with children and adults in all aspects of school life.
6. To help formulate and comply with the classroom rules.
7. To move sensibly, politely and quietly in and around school.
8. To share in celebrating the achievements of all members of the school community.
9. To have a driven desire to apply the Catholic Social Teaching values along with the Jesuit values to contribute to a safe and happy environment.

### **Responsibilities of Staff**

1. To create an atmosphere of high expectation, where children are encouraged to live in a culture of wanting to be the best they can be.
2. To fully comply with the school's policies and procedures.
3. To attend appropriate training.
4. To inform the Head Teacher of any concerns.
5. To treat all children fairly and with respect.
6. To raise children's self-esteem and develop their full potential by offering high quality learning experiences.
7. To maintain high expectations of pupil behaviour and learning.
8. To provide an interesting, relevant and challenging curriculum.
9. To create a safe, stimulating and pleasant environment for learning.
10. To use rules and sanctions clearly and consistently in line with this policy.
11. To be a good role model for behaviour, in both manners and in the teachings of the Catholic faith.
12. To establish effective partnerships with outside agencies and parents so that children can see the key adults in their lives share a common aim.
13. To recognise each child as an individual and to consider the needs of each child.
14. To praise and reward appropriate behaviour and achievements.
15. To report any safeguarding concerns and/or incidents as log using Safeguard Software (see **APPENDIX C** for Aide Memoire).
16. To maintain a consistent and corporate responsibility in following the behaviour policy and school procedures.

### **Responsibilities of Parents**

1. To ensure children attend school regularly and arrive on time each day.
2. To inform school immediately of the reason for any pupil absence.
3. To tell school staff about anything that may affect children's work and well-being at school.
4. To show an interest in all that their child does at school
5. To offer help and support with learning at home, including the completion of homework, which includes daily reading.
6. To encourage independence and self-discipline in their children.
7. To establish good communication with school staff and support the behaviour policy.
8. To encourage respect and good behaviour and to make their children aware of inappropriate behaviour.
9. To work with school staff to address and review any behaviour issues with their children.
10. To adhere to GDPR/online safety policy by showing respectful behaviour at school events, respecting the privacy of children by not taking any videos or photographs.
11. To have regular discussions with teachers where appropriate to discuss incidents within school.

### **Involvement of External Agencies**

Where pupils' needs cannot be fully met by using the resources available within the school, the services of outside agencies will be commissioned in order to address the needs. The SENDCO will take the lead on commissioning services but class teachers and school leaders will also make referrals as required.

At St Francis Xavier we have worked together to develop simple guidelines about behaviour, discipline, rewards and when necessary, sanctions to enable everyone to work and play successfully, safely and happily.

### **Rewarding good behaviour and achievements**

- ❖ Positive praise and recognition
- ❖ House Points
- ❖ Reward Stickers
- ❖ A message sent home
- ❖ Home-School rewards in Nursery and Reception
- ❖ Sent to a senior or a previous or future teacher for praise and recognition
- ❖ School awards and certificates
- ❖ Trophies awarded for achievements

### **Dealing with disruptive classroom behaviour**

Children will not be disciplined en masse. We believe that those who are being disruptive should be identified and sanctioned.

1. Non-verbal prompt / warning
2. Verbal warning – positive reinforcement of expectations
3. Second warning
4. Third warning - teacher sanction given (see section below)
5. Send to agreed partner class for the remainder of the session (speak with parents at the end of the day)
6. If disruptive behaviour continues on return to class, then they should be sent to see a member of the school's senior leadership team.

### **Examples of teacher sanctions**

Children will never be deprived of a National Curriculum subject as a sanction.

- ❖ Being moved places in class
- ❖ Reduced playtime (age appropriate)
- ❖ Withdrawal of privileges or voluntary / optional activities
- ❖ Speaking with parents/carers

### **Following point 6 (above) the child may then:**

- ❖ Be given a verbal warning
- ❖ Miss playtime or lunchtimes sessions for between 1 – 5 days
- ❖ Have their parents contacted
- ❖ Be isolated from their class for between 1 – 5 days in school
- ❖ Receive a fixed term exclusion
- ❖ Receive a permanent exclusion
- ❖ Be placed on a school behaviour report card to monitor behaviour and keep parents informed about improvements

### **In addition, following point 6 the child may receive support to rectify their behaviour, including:**

- ❖ Being placed on a behaviour diary (weekly report of behaviour- **SEE APPENDIX B**)
- ❖ Nurture group work / mentoring

- ❖ Counselling
- ❖ In class support
- ❖ Additional out of class support from SENDCO

### **Examples of unacceptable behaviour in school**

- ❖ Any form of Racism, peer on peer abuse, homophobia or discrimination of any sort is totally contrary to the ethos of our school and our Christian community.
- ❖ Fighting - Whether initiating or retaliating.
- ❖ Prejudice-based bullying - Physical, verbal or online.
- ❖ Discriminatory bullying - Physical, verbal or online.
- ❖ Cyberbullying - Physical, verbal or online.
- ❖ Boisterous play - Which causes harm to others.
- ❖ Stealing
- ❖ Offensive Language
- ❖ Vandalism
- ❖ Disruptive classroom behaviour
- ❖ Disruptive playground behaviour
- ❖ Deliberate disobedience – insolence
- ❖ Endangering others in any way

Minor incidents should be dealt with by the class teacher and / or other staff present at the time of the incident. Persistent or serious behaviour incidents (including bullying) must be recorded and passed on to the school's senior leadership team via Safeguard Software as an incident:

- ❖ A behaviour incident log will be completed using Safeguard Software (site used to keep records of **ANY** incident)
- ❖ Parents/carers will be contacted
- ❖ Relevant school staff will work closely with the child and parents to address and resolve the inappropriate behaviour. If necessary, an 'Individual Behaviour Plan' will be formed and this will involve specific rewards and sanctions, as governed by the plan.
- ❖ Exclusions may follow if bad behaviour continues (see 'Exclusions' policy)

It is important that the child is supported to understand how their behaviour has impacted on others and the feelings that are involved. The child will be given the chance to change their behaviour and supported to do so.

### **Social Networking Sites or Apps (including sites/apps such as Instagram, Tik Tok, House Party, Facebook and Twitter):**

(Please see our Online Safety policy for acceptable pupil use of social media sites.)

Staff, pupils and parents should not use social networking sites to slander the school or to air their concerns. The school should be made aware of any concerns you may have so that they can be addressed and dealt with in the spirit of cooperation and trust.

- ❖ Any such incidents or slandering will be reported to and dealt with by the school's Academy Committee and legal action may follow.

### **The Power to Discipline beyond the School Gate:**

The school has the power to discipline beyond the school gates in response to all non-criminal unacceptable behaviour and bullying which occurs off the school premises and is witnessed by a member of staff or reported to the school (this includes online behaviour).

Where there are incidences outside of school, parents/carers and others may become involved. The school will always deal with the child's behaviour and not disputes of any sort between parents/carers or others. The same rule applies to when there are issues at school. Any difficulties parents/carers or others have with one another is not the responsibility of the adults involved and help for resolution for any such issue may need you to seek help from the police.

The school may discipline any child for bad behaviour when:

- ❖ Taking part in any school-organised or school-related activity.
- ❖ Travelling to or from school.
- ❖ Wearing school uniform.
- ❖ Children are in some other way identifiable as a pupil at the school.
- ❖ It involves an incident with another pupil at the school.

The school may also discipline for misbehaviour at any time, whether or not the above conditions apply, that:

- ❖ Could have repercussions for the orderly running of the school.
- ❖ Poses a threat to another pupil or member of the public
- ❖ Could adversely affect the reputation of the school.

Disciplinary action includes the right to use sanctions (as outlined in this policy) including the exclusion of pupils (see 'Exclusions' policy.)

- If the behaviour is criminal or poses a serious threat to a member of the public, the police will be informed.

### **Use of Reasonable Force**

All school staff have a legal power to use reasonable force.

### **What is reasonable force?**

This covers the broad range of actions that involve a degree of physical contact with pupils.

Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

- ❖ 'Reasonable in the circumstances' means using no more force than is needed.
- ❖ 'Control' means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.
- ❖ 'Restraint' means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

### **Examples of when can reasonable force be used**

- ❖ To prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

- ❖ To remove disruptive children from the classroom where they have refused to follow an instruction to do so.
- ❖ To prevent a pupil behaving in a way that disrupts a school event, trip or visit.
- ❖ To prevent a pupil leaving the classroom or an area where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others
- ❖ Prevent a pupil from attacking a member of staff or another pupil, or a fight in the playground.

Our school will not use force as a punishment under any circumstances.

The decision whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

As a school we will always speak to parents about serious incidents involving the use of force and these incidents will be recorded.

There are occasions when physical contact, other than reasonable force, with a pupil is proper and necessary. Examples of this include:

- ❖ Holding the hand of the child at the front/back of the line when going to assembly / on a trip.
- ❖ When comforting a distressed pupil.
- ❖ When a pupil is being congratulated or praised.
- ❖ To demonstrate how to use a musical instrument.
- ❖ To demonstrate exercises or techniques during PE lessons or sports coaching.
- ❖ To give first aid.

### **Special Educational Needs and Disabilities**

When a child is on the Special Educational Needs register for SEMH (Social Emotional Mental Health needs) procedures for dealing with that child may differ to that used for other children. An alternative procedure will be formed in agreement with the child, their parents and the relevant school staff.

Staff are trained in the use of de-escalation strategies, so this will be applied in any relevant situation. The procedure will be clearly explained to everyone who has contact with the child. This will include peers in their cohort, to enable them to support the individuals in need and treat them with the dignity and respect they deserve.

### **Safe behaviour in relation to illness**

Recognition of effects of the pandemic that began in 2019 may also be taken into consideration when dealing with issues that arise in relation to it. Please refer to APPENDIX D for addendum regarding Covid 19.

### **Allegations regarding staff / volunteers working in or on behalf of the school**

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will always follow the guidance and procedures set out by Sandwell's Safeguarding Children's Board. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely by the Principal/Head Teacher in a locked filing cabinet. In the event that an

allegation is made against the Head Teacher the matter will be reported to the Chair of the Governing Body who will proceed as the Head Teacher.

Whilst we acknowledge such allegations (as all others) may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

### **Consequences for pupils who make false allegations about staff**

False allegations will be considered to evaluate whether there was any malicious intent and the behaviour policy used to address malicious allegations. This may warrant an exclusion. A false allegation that did not have malicious intent will be dealt with through pastoral procedures and support, including working with parents.

# St Francis Xavier's Superstar Steps

*You've made it!  
Go and show another  
adult what a superstar  
you are!  
You can now be entered  
into the PRIZE DRAW!*

**Well done for  
showing fruity  
thinking!**

*Well done!  
YOU MAY GET A HOUSE POINT!  
You are seizing the day, making the right choices!*

*Start your day as you mean to go  
on!  
What T-shirt are you wearing?*

*What can I do to get back  
on track?*

**Remember  
the beach  
ball!**

$E + R = O$   
*How can I change my response to improve my  
outcome? I may need reflection time with another  
member of staff to reflect on my behaviour.*



# St Francis Xavier Catholic Primary School

# Behaviour Diary

This chart is to record the behaviour of \_\_\_\_\_ during each day, assisting in communication between school and home.



Week beginning

I am going to try to...

This may be numbers, smiley faces, stickers or other appropriate symbols.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM1</b>					
<b>BREAK</b>					
<b>AM2</b>					
<b>LUNCH</b>					
<b>PM</b>					

Comments:

Signed:

Date:

Pupil:

At the end of each week, your parent/carer and your Principal will be asked to sign this behaviour diary.

Parent/Carer signature

Principal's signature

Signed:

Signed:

Date:

Date:

Week beginning

I am going to try to...

This may be numbers, smiley faces, stickers or other appropriate symbols.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM1</b>					
<b>BREAK</b>					
<b>AM2</b>					
<b>LUNCH</b>					
<b>PM</b>					

Comments:

Signed:

Date:

Pupil:

At the end of each week, your parent/carer and your Principal will be asked to sign this behaviour diary.

Parent/Carer signature

Principal's signature

Signed:

Signed:

Date:

Date:

# St Francis Xavier Catholic Primary School

## INCIDENT REPORT AIDE MEMOIRE FOR REPORTING ISSUES USING SAFEGUARD SOFTWARE RE. BEHAVIOUR/BULLYING/DISCLOSURES MADE

- Dates and times should be included
- Think carefully about who you are reporting to (DSL, class teacher, relevant staff)
- Description of incident in child's words as much as possible.
- Ensure that names of perpetrator and victims are included, any adults involved.
- Include action taken or investigation undertaken.
- Findings of the investigation.
- Were parents/carers consulted?
- What follow up action needs to be taken and by whom?

## **Addendum to Behaviour Policy in consideration to Covid 19:** **Coronavirus**

In addition to the above, the following will be adhered to:

All children will adhere to any altered routines for arrival or departure.

All those in school will follow instructions on hygiene, such as handwashing and sanitising.

Following instructions on who pupils can socialise with at school.

Moving around the school as per specific instructions (for example, one-way systems, out-of-bounds areas, queuing).

Expectations about sneezing, coughing, tissues and disposal (in line with the "catch it, bin it, kill it" message) and avoiding touching your mouth, nose and eyes.

Pupils MUST tell an adult if they are experiencing symptoms of coronavirus.

There will be NO sharing any equipment or other items including drinking bottles.

Children will follow guidance set out by amended expectations about breaks or play times, including where children may or may not play.

Children will use toilets designated to them.

There are clear rules about coughing or spitting at or towards any other person – children will cover mouths when coughing and faces when sneezing, then will follow the 'Catch it, kill it, bin it' rule.

If a pupil does not follow the rules that address health and safety and pose a risk to others, parents/carers will be informed and they may not be able to return to school.

Clear rules for pupils at home about conduct in relation to remote education.

Rewards and sanction systems will continue where appropriate.