



## Shortlanesend School Behaviour Policy



*Emotional intelligence is your ability to recognize and understand emotions in yourself and others, and your ability to use this awareness to manage your behaviour and relationships.*

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## **1. Aims and Expectations**

This policy's aim is to foster an environment where every member of our school community feels valued and respected, happy, safe and secure – this will impact on the quality of learning and therefore increase the opportunities for all children to excel. This is fully in tune with our ethos:

### **Smile – Learn - Excel**

Our school aims to:

- provide consistency in our approach to understanding and managing behaviour
- ensure high standards of behaviour are in place, allowing all learners to make good progress
- foster a partnership between all members of the school community to promote high expectations of behaviour

*'Managing behaviour should be a teaching opportunity'.*

At Shortlanesend School, all behaviour is understood as communication and poor behaviour is understood to result from a hidden, or as yet unmet need, or as an adapted, defensive, anxiety response. The understanding that children learn best within positive, trusting relationships informs our approach to managing and supporting children to become aware and self-adapting of their behaviour. We expect staff to work to identify the need and provide developmentally appropriate support to remove the barriers to successful engagement in school life.

This policy is based on a Trauma Informed Schools UK (TIS) approach and is intended to promote good relationships, enabling people to work together with the common purpose of helping everyone learn. This policy supports the school community in allowing everyone to work together in an effective and considerate way to support the social and emotional needs of our children and thus nurture positive behaviour.

At Shortlanesend, we expect every member of the school community to behave in a considerate manner towards others. To support this and to provide clarity for all, Shortlanesend School has three simple expectations:

Be Ready

Be Safe

Be Respectful

Our expectations underline our understanding that positive, trusting relationships enable learning. Pupils spend time exploring, in an age-appropriate way, what the



expectations mean through a variety of ways e.g. stories, Circle Time, discussions, drama, photographs, Scarf PSHE, TIS activities etc.

In this way, every child in the school knows the standard of behaviour that we expect from our pupils. We understand the importance of 'feeling safe' in promoting social engagement and learning. Our focus is to ensure that all pupils feel safe within the school and develop positive, trusting relationships with all members of the school community.

Our school welcomes the interest and close involvement of parents and by choosing to send their child to our school, we expect that parents will support the school's behaviour policy. If a child's behaviour gives significant cause for concern, parents will be involved as soon as possible. Parents will be invited to work alongside the school to support their child(ren) to develop appropriate behaviour.

## **2. Values**

The expectations are underpinned by a set of agreed values which are discussed, explained and taught through direct teaching, assembly content and through behaviour modelled by adults.

The values we teach are:

- Kindness - being friendly, compassionate, generous, caring of others, caring of self.
- Reliability - being trustworthy, honest, punctual, organised, responsible.
- Empathy - being accepting, understanding, tolerant, respectful, sharing.
- Integrity - being truthful, responsible, consistent, fair.
- Resilience - being focussed, brave, patient, determined.
- Aspiration - being motivated, passionate, positive, ambitious.

## **3. What we do**

A series of strategies will be used to identify, assess and meet the needs of children, following a plan, do, review cycle. For pupils with special educational needs and/or disabilities, the behaviour expectations and associated sanctions will reflect their specific needs based on their identified areas of need.

Where there is a need due to social circumstances, behavioural or emotional needs, such as family difficulties, bereavement, housing etc, the SLT and SENDCo will look to offer support to families and signpost to further help. This includes making relevant referrals to support families through times of crisis, as well as implementing strategies and bespoke interventions.



Where there is a need due to an unidentified learning difficulty, the SENDCo will follow the procedures of identification of an SEN as outlined in the Special Educational Needs Policy.

We will:

- Explicitly teach our expectations and the limits of acceptable behaviour as a whole school approach
- Provide high quality learning in PSHE using a developmentally progressive scheme of work (SCARF)
- Support children's development in understanding their own role in learning
- Provide clear and consistent routines for children to feel safe and to remove uncertainty
- Positively promote good behaviour by noticing these moments and giving explicit feedback and praise, reinforced with rewards (see section 5)
- Support children who test accepted boundaries through developmentally appropriate responses or sanctions (see section 6). These will be delivered 1:1 to ensure that there is no 'public shaming' of a child
- Celebrate success throughout the school community in assemblies and communication with home
- Respect the experience and feelings of all children, including those for whom learning, and development is more challenging due to specific individual needs
- Work positively alongside parents in an open and respectful manner when additional support is required and communicate positive outcomes for their child/ren

As a school we adhere to Pausing and Reflecting which allows children to pause and reflect on their behaviour and provides them with appropriate stem sentences to aid them when discussing what has happened and how they and their peers or teachers may have felt.

We recognise the importance of positive comments, respectful interactions, and role modelling for the children. The school expects all adults - staff, parents, and visitors - to employ this in our relationships with each other, as well as with our pupils.





## **4. Routines**

A consistent and orderly school day provides a supportive environment in which all children can learn to manage their feelings, emotions and behaviour. It will foster opportunities for children to learn and remove many barriers to learning. We believe all members of staff at Shortlanesend School, whether permanent or temporary have a duty of care and should strive to provide and maintain;

- A tidy, supportive, stimulating and celebratory environment
- An organised classroom which meets children's basic needs and enables independence in self-support. E.g. - a readily available range of resources
- Consistent, timetabled routines for the day which reduce lost learning time and are clearly understood by the children. Punctual break times and lunches which are well managed by adults who are on duty. When changes to class routines are needed, the children will be given notice of this in advance, whenever possible.
- Movement around the building are conducted in an orderly and calm manner.
- Assemblies are provided as a time for reflection, learning, celebration and exploration.
- Adults to model expected behaviour and manage that of the children in a calm and consistent manner.
- A copy of your child's class timetable will be available from the class teacher, on request.

## **5. Rewards**

Positive behaviour is recognised and praised, as it is important to develop an ethos of positivity, kindness and cooperation as a school wide ethos. We use a range of ways in which we praise children at Shortlanesend School

### Verbal praise

All adults will verbally praise children who are observed following the school's three expectations (be respectful, be safe, be ready). As these expectations set the tone for life in the school and beyond, a verbal recognition will be used to positively reinforce them at every opportunity. At this point a Token may be awarded (see below).

### Tokens

All children will be recognised for their own positive contributions, however, for those children who, at the discretion of the adult, go over and above the expectations, a



token will be awarded to the child. The token will then be added to a class container, marking the child's contribution to creating our ready, kind and safe community. They will then receive a sticker from the class teacher with public praise, recognising the child's contribution to the class. The sticker ensures that the child receives personal, 'take home' recognition following their positive behaviour, and this can be a talking point for the child and their parents and carers.

Once the class container is full, the class will receive a whole class/house reward. This reward will be for all children as they will all have been positively praised and have added to the class reward at some point.

Any poor behaviour choices will have been dealt with separately and at the time of the incident.

The whole class reward is designed to foster a sense of teamwork and community within each peer group. Discussions and voting for what the reward may be, will support the teaching British Values of 'democracy' and 'rule of law'. Having a goal to work towards will help to focus children on their behaviour choices. This will allow for focussed teaching on how and why the children reached this goal and focus on their achievements, as a team. All adults will carry tokens to be able to reward 'in the moment'. It is important that a child knows why they have received the reward token and so a brief positive explanation of the reason must be offered by the adult; it is important that the child feels a sense of achievement and pride from this outcome.

Tokens should be awarded regularly and consistently by every member of staff when children are displaying the school's expectations and values. For example:

- Showing respect for themselves and others by: holding doors, greeting members of staff, walking through the school in a calm manner, wearing correct and neat uniform, helping a member of staff, contributing to the community.
- Showing friendship, helping others, being kind to other children such as helping a classmate who is stuck in class or hurt in the playground, being a 'buddy' to a new or more vulnerable/shy child.
- Showing responsibility by recognising when to do the right thing, even when difficult, e.g. reporting an incident, taking their personal feedback on board and achieving their targets, displaying their best efforts in lessons, completion of home learning and home reading.

This list is not exhaustive and there are many ways a child may receive a Token.



## Certificates

Certificates are awarded by class teachers to celebrate individual academic achievements.

These will include:

- Star of the Week
- Writer of the Week
- Reader of the Week
- Mathematician of the Week
- Head of School certificate – for exceptional commitment to school values

## EYFS

In our Nursery class, children each have a five-petal flower display with their photograph inside. Once the children reach around all five petals for great choices, learning and behaviour, they have the chance to choose a little prize in recognition of their positive behaviour. This is 'ongoing' and the children's faces are not reset each day, e.g. if they finish on number 3 by the end of the school day the next day, they only need to move 2 more places.

In Reception class, the behaviour chart progresses to a visual of a rainbow of five colours where the children can move their faces from red, orange, yellow, green and blue, where they will then receive a prize for their positive behaviour and learning choices. As with Nursery, this is 'ongoing' and the children's faces are not reset each day. E.G, if they finish on orange by the end of the school day the next day, they only need to move 3 places to reach blue.

## **6. Sanctions**

It is important that all behaviour is recognised as communication and yet, when necessary, a developmentally appropriate sanction may be required in order to address the reasons for, and outcomes of, the behaviour displayed.

The following are examples of responses that can be used if a child is disruptive during lessons. As previously outlined, the choice of sanction given by an adult will consider a child's emotional development and any known specific needs.

- Verbal Reminder: Member of staff reminds the child of the given instruction quietly and calmly and, if necessary, talks to the child about why they are not following it and to ascertain any difficulties or misunderstanding.
- Moved to another area in the class: The child is moved away from distractions and given the opportunity to follow instructions and complete their work.



- Loss of play time: The member of staff speaks to the child to explain why the behaviour does not meet the school expectations. The child remains in class during the next period of play completing or continuing the learning which was disrupted. It is important that the same adult supports during this 'time in'.
- Removed to another room: Children will have work to complete for a short amount of time communicated to the receiving member of staff. Before returning to class, it is important that the child is given clarity as to the reason for this sanction and how to prevent its repetition.

It is important for very young children to still have time to play, so the playtime sanctions will be used sparingly when managing the behaviour of EYFS and KS1 children. If a child's behaviour is the cause of greater concern or the above approaches do not work, the following options will be considered:

- A meeting with parents may be arranged to discuss ongoing concerns regarding a child's behaviour. The severity and frequency of incidents will be shared and next steps will be discussed.
- Internal exclusion will be used to remove a child from their classroom for a limited time period relative to the incident or repetition of incidents, measured in half day increments. This will involve the child working away from their peers for an extended period, under the guidance and support of an adult. It will be instigated by the Head of School, or in their absence, a senior member of staff. Parents will be informed of this sanction at the end of the day or at the earliest possible time thereafter, with a discussion with the class teacher.
- Use of supportive targeted provision will be considered to provide a child with learning centred on PSHE, trauma informed approaches and creative learning. This could be a short-term measure or become a part of the child's ongoing weekly timetable.
- Other approaches such as small group outdoor learning may be used where appropriate.

#### Developmentally appropriate responses to a dysregulated child.

Below is a list of example responses which may be deemed appropriate for a child in a state of dysregulation. The child's developmental understanding, the nature of the incident and other influencing factors will be considered when a response is required.

- Reflection time away from the group with an adult to 'cool down'
- An opportunity for the child/ren's voice to be heard





- 'Time in' with an adult to discuss behaviour choices
- Access to Trauma Informed School trained staff and activities
- Time in another classroom to complete work
- Discussing with the child what should have happened and what they would do differently another time.
- If possible, the child will be supported to apologise. If this is not possible, the adult will voice the apology on their behalf, modelling good practice.

### More serious sanctions

*'Good discipline in schools is essential to ensure that all pupils can benefit from the opportunities provided by education. The Government supports head teachers in using exclusion as a sanction where it is warranted.'*

(DfE 'Exclusion from maintained schools, Academies and pupil referral units in England 2012)

All decisions to suspend are serious and only taken as a last resort or where the breach of the school rules is persistent or serious.

- If the severity or frequency of incidents is not reduced by the above approaches or if an incident is considered severe enough then, following statutory guidelines, an external suspension will be considered. This will be put in place to seek further support for the child, the parents and the school in managing the child's behaviour in the future. It is the school's intention that any suspensions will be of the shortest time possible, to seek support and put further measures in place.
- Ongoing severe incidents and suspensions may lead the school to work with parents to seek a change in provision. This may include seeking alternative provision and is an option which would prevent a child being permanently excluded.
- For the most serious behaviour incidents or in the situation where all other avenues of management have failed, a permanent exclusion will be instigated. This will be conducted within the statutory guidance and will be the decision of the Head of School and the trust following consultation with the Director of Inclusion or senior member of the Aspire inclusion team.

On occasion, the incident or occurrence may require immediate suspension. The following is a list of DfE examples where this may be required. Please note that we will always make reasonable adjustments for all pupils with SEND to fully-support them in meeting our behaviour expectations.

- Persistent, serious or offensive verbal or physical abuse of a child or adult



- Dangerous behaviour (likely to result in a serious harm or accident)
- Deliberate damage to property
- Open defiance which causes harm or is a potential safety risk
- Leaving the school site without permission
- Bringing an illegal or dangerous substance or object into school.

The Head of School will liaise with the Director of Inclusion, or a senior member of the Aspire Inclusion Team, for support and advice regarding any points discussed in this policy.

## **7. Roles and responsibilities**

Throughout the day it will be wholly important to reinforce and model the three school expectations of 'Be respectful, Be safe, Be ready' at all times. All behaviour can be managed with these in mind.

### All staff:

- Model positive, consistent, professional behaviour at all times
- Ensure good routines are in place and consistently applied – especially where the child has in place an individual timetable/behaviour plan/risk assessment
- Remain calm at all times
- Consistently seek out opportunities to reward positive behaviour choices
- Reinforce and model the three school expectations at all times
- Invest in 'time in' with a child to explain why certain behaviours do not meet our school expectations
- Recognise managing behaviour as a teaching opportunity and not simply a sanction
- Be alert to individual needs and if not known, seek support in managing a situation from an adult more closely known to the child

### Staff on break and lunch duty:

As above but additionally:

- Be active and engaged with the children
- Be alert to playground areas, times or individual children causing concern
- Ensure children line up in a calm orderly manner, ready to return to class and learn

### Classroom staff

As above but additionally:

- Ensure consistency of the reward token system
- Support break and lunch duty staff when needed



- Ensure the school expectations are visible, taught, referenced and reinforced during lessons
- Meet with parents for initial contact regarding behavioural concerns of their child/ren
- Always have high expectations and support children in achieving them

## SLT and SENDCo

As above but additionally:

- Work with the Head of School to monitor patterns of recorded behaviours (internal exclusions/suspensions) working towards preventing and/or reducing the necessity of them
- Identify areas, children, times of concerns and communicate these to staff as required
- Discuss and agree actions in response to monitoring of incidents and individual children as part of safeguarding meetings
- Support teaching staff with parental conversations or meetings regarding behaviour
- Liaise with support services to develop provision for individual children
- Support parents/carers in helping their child/ren make changes towards positive behaviour

## Head of School

As above but additionally:

- Support all staff in implementing this policy
- Attend parental meetings when required
- Monitor effectiveness of this policy through consultation and regular self-evaluation
- Take action to address any areas for development within this policy
- Make decisions on most stringent sanctions when needed

## **8. Monitoring and Review**

The Head of School monitors the effectiveness of this policy on a regular basis. They also report to the Hub Council on the effectiveness of the policy and its impact on children's behaviour and attitudes.

The school keeps a comprehensive record of concerning behaviour using My Concern. All appropriate paperwork and documents are completed for any child who is suspended for a fixed-term, or who is permanently excluded. These records are kept securely. It is the responsibility of the Hub Council and Aspire Lead Inclusion



Team to monitor the rate of suspensions and exclusions, and to ensure that the school policy is administered fairly and consistently.

## **9. Conclusion**

It is Shortlanesend School's aim to support children, as a whole-school community and as individuals, in making positive choices in their behaviour by outlining accepted boundaries and teaching children about the outcomes of their actions. We look to foster a happy, nurturing and supportive environment, and develop a strong sense of community in which everyone is valued and has the right to be safe and to learn.

## 10. References

1. Exclusion from maintained schools, Academies and pupil referral units in England 2012;
2. The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012;
3. Preventing and Tackling Bullying. Advice for Headteachers, staff and governing bodies;
4. DfE and ACPO Drug Advice for Schools;
5. Use of Reasonable Force;
6. Behaviour and Discipline in Schools;
7. Screening, Searching and Confiscation;
8. Ensuring Good Behaviour in Schools;
9. DfE Dealing with allegations of abuse against teachers and other staff;
10. DfE Keeping Children Safe in Education September 2018;
11. 'When the Adults Change, Everything Changes' – Paul Dix;
12. Trauma Informed Schools training resources