



BEHAVIOUR POLICY: APPENDICES

APPENDIX 1 – REWARDING GOOD BEHAVIOUR

Springfield actively seeks to encourage all pupils who conduct themselves in a manner which shows courtesy, consideration and cooperation; the school would much rather praise students for 'getting it right' than sanction them for 'getting it wrong'. Rewards include:

- Verbal praise and acknowledgement
- House points which build towards certificates, postcards and badges
- Attendance certificates for 100% attendance
- Annual subject and achievement awards
- The awarding of Tutor Group Assistant status in Year 10
- The awarding of Prefect status in Year 11
- The awarding of 'lead' roles within the House system and Student Council
- Headteacher commendations and governor awards

APPENDIX 2 – CODE OF CONDUCT

This Code of Conduct seeks to provide clear guidance for all on the school's expectations of behaviour. It is based on the rights and responsibilities expressed in the School Vision and informed by the Behaviour Principles. See separate document. A simplified classroom 'Behaviour Code' is displayed in all classrooms.

PUPILS SHOULD

- Wear full school uniform smartly at all times
- Treat other people, and their property, with kindness and respect
- Settle differences without the use of force, intimidation or violence
- Follow instructions given by teachers and support staff
- Remain on the school premises unless they have permission to leave

PUPILS SHOULD NOT

- Bring into school any object likely to cause injury or damage, including lighters, matches, aerosol cans, knives and weapons, or other prohibited items such as illegal drugs, e-cigarettes (vapes), tobacco and cigarette papers, stolen items, fireworks, pornographic images, or any article that a member of staff reasonably suspects has been, or is likely to be used to commit an offence and/or distraction/damage
- Bring into school any object of value which is not essential to their work e.g. jewellery, large amounts of money, electronic games devices, tablets, smart-watches and similar
- Write graffiti or cause damage to any school property
- Discriminate against any member of the school
- Bring into school, or use, drugs, including alcohol and cigarettes/e-cigarettes (vapes), which are banned on school premises or anywhere near to school
- Use mobile phones at any time whilst on the school site

This Code of Conduct applies to all pupils involved in education or in extra-curricular activities at Springfield School at any time, whether travelling to or from school, and when off-site undertaking an activity organised through the school.

APPENDIX 3 – SANCTIONS

Systems are in place to guide and support pupils to modify their behaviour in order to avoid exclusion; there are other sanctions in place before the stage of fixed term or permanent exclusion, which can be applied in the vast majority of circumstances. All incidents are reviewed and the school will endeavour to use all available evidence to support the decision to impose a sanction and to what level.

Evidence might include: witness statements, witness interviews, CCTV footage, mobile phone recording. Although we may inform parents that their child has supplied a statement – verbal or written – as part of an investigation, we are not obliged to and will interview pupils if we need to without parental consent or presence. All documents relating to an investigation are confidential: we do not share pupil or staff statements, CCTV or phone footage with parents (or other) for data protection and safeguarding reasons.

Pupils must expect to be charged for replacement or refurbishment following wilful damage to school property and/or the fabric of the buildings.

The school will carry out a risk assessment when a pupil returns to school following any incident involving serious physical aggression towards others or any other uncontrolled behaviour. This will be discussed and agreed with parents and any appropriate outside agency in order to minimise further risk to individuals, to take all reasonable precaution against a similar incident happening again and to safeguard all pupils and staff in the school.

The school reserves the right to report suspected criminal activity to the police or other appropriate authority.

Sanctions can include:

- A verbal reprimand
- 'Time out' of a lesson
- Extra work or repeating unsatisfactory work until it meets the required standard
- Loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a non-uniform day or school trip
- Missing break time
- School based community service or imposition of a task – such as picking up litter or weeding school grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti
- Detentions range from 15 minutes retention on the day concerned, lunch time detention, 45 minute detention with 24 hours' notice, senior detention until 4:45pm with appropriate notice, or school closure day detention notified by telephone
- Several types of daily report card are used to allow pupils, parents and staff to gain an accurate picture of a pupil's behaviour – both negative and positive. All are involved in addressing problems and deciding objectives for improvement as appropriate for uniform, punctuality or behaviour monitoring for example

- Exclusion:

Exclusion	No. of Days	Type	Authorisation	Letter	Reintegration Meeting	Reintegration Report
Level 1	< 1	Isolation (Springfield)	On-call SLT			✓
Level 2	> 1	Isolation (Springfield)	AHT, DHT, HT		✓ PM, HOA	✓
Level 3	> 1	Alternative Exclusion at a Portsmouth School (in line with LA protocols)	DHT, HT	Level 3 letter DHT, HT LA informed	✓ HOA	✓
Level 4*	> 1	Formal fixed term exclusion. Full-time education must be arranged no later than the 6 th day of exclusion (preferably sooner)	DHT, HT	Legal letter LA informed	✓ DHT	✓
Level 5*	> 1	Permanent exclusion. Full-time education must be arranged no later than the 6 th day of exclusion (preferably sooner)	HT, Local Governing body	Legal Letter LA informed	N/A	N/A

* In line with legal guidance from DFE Exclusion from maintained schools, Academies and referral units in England 2017

THE ISOLATION ROOM (LEVEL 1 AND 2)

Any pupil who deliberately and persistently disrupts the learning of others or endangers the well-being of members of the school community must expect to be directed to the school's isolation room. Here work is completed in silence under the close supervision of a member of staff. Parents are always informed of the reason for the pupil isolation and are invited to work with the school in order to find a resolution. In cases of more persistent disruption or infringement of our behaviour code, the isolation room may be used as an 'internal exclusion'.

ALTERNATIVE EXCLUSION (LEVEL 3)

Springfield is part of the Portsmouth Alternative Exclusion Protocol. If pupils have failed to respond to Springfield's own sanctions, then they may be sent to the isolation provision in another Portsmouth school for up to three days, in order to avoid a fixed term exclusion from Springfield. (This provision may also be used to support formal fixed term exclusions.) In exceptional circumstances alternative exclusion may be used for more than 5 days. Parents/carers will also be directed towards alternative exclusion guidance and information immediately available on the school website.

FIXED TERM AND PERMANENT EXCLUSIONS (LEVELS 4 AND 5)

Formal exclusions, whether Fixed Term or Permanent, are decided by the Headteacher only. They are considered to be a very serious sanction used in rare and isolated circumstances at Springfield. Exclusions are issued in line with guidance in the DFE publication '*Exclusion from maintained schools, academies and pupil referral units in England (2017)*'.

These are formal and official and stipulate that a pupil must not be in a public place without good reason for the duration of the exclusion. The Local Authority is informed and details remain on pupil and school records. The sanction of formal exclusion is rarely applied and it is very likely that parents will have already been involved by the school to discuss the pupil's unacceptable behaviour.

When a formal exclusion is applied, the school will make every effort to inform parents by telephone before the pupil is sent home and an official letter of exclusion will be posted or emailed within 24 hours. Parents are then asked to come to the school to discuss the matter

with senior staff. Parents/carers will also be directed towards exclusion guidance and information immediately available on the school website.

Pupils may not be sent home for reasons pertaining to behaviour without a formal fixed term exclusion being issued and pupils cannot be removed from the school roll without formal permanent exclusion ('off-rolling'). Parental/carer consent must always be given before a child is sent home for any reason.

In the absence of the Headteacher responsibility for final decisions regarding fixed term exclusions are delegated to the Deputy Headteachers.

BEHAVIOUR INTERVENTIONS

Students may be placed on a reduced timetable in line with PCC locally agreed protocols used as a supportive intervention link plus minimal use etc.

TRIPS

Pupils who misbehave or regularly infringe school rules will be excluded from activities and school excursions where appropriate.

APPENDIX 4 – SEARCHING AND CONFISCATION

School protocol draws on the powers set out in the Education Act 1996 and uses 'Behaviour and discipline in schools Advice for Headteachers and school staff' issued by DFE January 2016. This informs the school's overall pupil behaviour principles and policy and includes guidance for staff.

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline in the classroom. Authorised staff may also use such force as is reasonable given the circumstances when conducting a search without consent for prohibited items.

SEARCHING AND CONFISCATION

Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items include:

- Knives or weapons, alcohol, illegal drugs and stolen items
- Tobacco and cigarette papers, e-cigarettes (vapes), fireworks and pornographic images
- Any 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 property
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for

School staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline.

Although we are not required by law to inform parents or seek their consent for a formal search, parents will always be informed if a search is carried out as part of any investigation.

SEARCHES

- The conduct of searches is set out in the DFE document 'Screening, searching and Confiscation – advice for headteachers, staff and governing bodies' 2018 which states that a person may carry out a search only if he or she is the Headteacher of the school, or he or she has been authorised by the Headteacher to carry out the search
- At Springfield School the Headteacher has authorised the Senior Leadership Team to carry out pupil searches
- Pupil searches should be carried out with two staff present. At least one must be an authorised person and at least one should be the same sex as the pupil. However, there is a limited exception to this rule where it is believed that there is a risk of serious harm if the search is not conducted immediately. It may be appropriate/necessary to invite a PCSO/Police Officer to support the search process.
- It is Springfield School's protocol that searches are restricted to the pupil's bag, locker and outer clothing, ideally removed. Intimate searches are not carried out by Springfield staff and should the circumstances warrant such a search it will be a matter of professional judgement as to whether to contact the police with a view to their carrying out the search
- It is Springfield School's protocol that any search will not be intimate, i.e. it will be restricted to the pupil's bag(s), locker and outer clothing, although pupils may turn out their trouser pockets, socks etc. If pupils refuse a request to be searched the authorised member of school staff nonetheless has the power to search without the pupil's consent for prohibited items
- Confiscation: school staff can seize any prohibited items found as result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. The 2016 DFE guidance on behaviour and discipline sets out what must be done with prohibited items found as a result of a search.

APPENDIX 5 – USE OF FORCE AND RESTRAINT

- Physical restraint should not be used purely to force compliance with staff instructions when there is no immediate risk to people or property
- Where it is known that a pupil may require restraint that pupil should already have had a risk assessment completed and plan in place notifying staff that restraint procedures may be necessary. Parents/carers will have been involved in the creation of this plan
- Pupils who do not have plans will have one drawn up should such a need arise following an incident
- Staff should take steps in advance to avoid the need for physical restraint, e.g. through dialogue and diversion, allowing space, talking, listening and humouring, cajoling and reasoning, diversion and distraction, and the pupil should be warned verbally that physical restraint will be used unless he/she desists. It should be noted that a verbal warning may not be practical in all situations
- Only the **MINIMUM FORCE NECESSARY** to prevent physical injury or damage should be applied
- Every effort should be made to secure the presence of other staff before applying restraint. These staff can act as assistants and witnesses
- As soon as it is safe, restraint should be gradually relaxed to allow the pupil to regain self-control. Restraint should take place calmly but firmly
- Restraint should be an act of care and control, not punishment

- The circumstances and justification for using physical restraint must be recorded in writing and referred to a member of Senior Leadership Team immediately and in person
- Afterwards, the pupil should discuss and be counselled on why it was necessary to restrain him/her. He/she should also be given the chance to put his/her side of the story
- The Headteacher, or senior member of staff authorised to act for the Headteacher, should discuss the incident with the teacher/person using the force within 24 hours
- A full written report of every incident should be given to a member of Senior Leadership Team as soon as is practically possible, and in any case within 24 hours, who will inform parents of the incident
- When it is clear that the teacher concerned needs further advice/support/training, the Headteacher, or appropriate member of Senior Leadership Team, should take prompt action to see that it is provided
- Appropriate training will be provided for staff according to individual need
- All teachers and staff who the Headteacher has authorised to have control or charge of pupils automatically have the statutory power to use force. At Springfield this power applies to any member of staff at the school
- No member of staff is required to use physical restraint and staff should always be mindful of their personal safety. Any injury sustained by staff or pupil must be reported on an Accident Form (or Violent Incident Form depending on the circumstances).

DECIDING WHETHER TO USE FORCE

- Staff must be able to show that the method of intervention was in keeping with the incident that gave rise to it
- The degree and duration of any force applied must be proportional to circumstances
- The potential for damage to persons and property in applying any form of restraint must always be kept in mind
- The failure of a particular intervention to secure a pupil's compliance should not automatically signal the immediate use of another more forceful form of intervention
- Escalation should be avoided if possible, especially if it would make the overall situation more destructive and/or unmanageable
- The age and social competence of the pupil should be taken into account in deciding what degree of intervention is necessary
- Consideration should be given to approaches to control that would be appropriate to that particular pupil
- The risks associated with not using force should be outweighed by those of using force
- In all searches, and particularly those for weapons or drugs (needles), staff should be mindful of their personal safety

APPENDIX 6 - TEACHERS' STANDARDS

Please see separate document.

APPENDIX 7 - BEHAVIOUR PRINCIPLES

A summary of general principles employed to promote good behaviour:

Springfield believes that high standards of behaviour and respect for the rights of others are essential features of an effective learning environment. Pupils at Springfield are well motivated, co-operative and show respect for all other members of the community.

Every member of the school community has a role to play in the promotion of good behaviour. The key to this is a consistent understanding of the expectations of the school, the rewards available and the consequences of unacceptable behaviour.

We are committed to protect members of the school from unlawful discrimination on the basis of gender, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity and to provide for the well being and welfare of all.

This Code of Conduct seeks to provide clear guidance on these matters. It is based on the rights and responsibilities expressed in the School Charter.

Pupils should:

- wear full school uniform smartly at all times
- treat other people, and their property, with kindness and respect
- settle disputes without the use of force, intimidation or violence
- never bring into school, or use, drugs, including alcohol and cigarettes, which are banned on school premises or anywhere near to school
- never bring into school any object likely to cause injury or damage, including lighters, matches, aerosol cans and knives
- avoid bringing into school any object of value which is not essential to their work e.g. jewellery, large amounts of money etc. MP3 players, electronic games devices and similar are not permitted on school premises
- not write graffiti or cause damage to any school property
- remain on the school premises unless they have permission to leave
- follow instructions given by teachers and support staff
- not discriminate against any member of the school

This Code of Conduct applies to all pupils involved in education or in extra-curricular activities at Springfield School at any time of day or night, whether travelling to or from school, and when off-site undertaking an activity organised through the school.

Choices lead to consequences

The school believes that pupils must learn to take responsibility for their own behaviour. Where their behaviour is considered to be unacceptable there will be consequences. The exact sanction resulting from a particular action will be applied after determining and reviewing the circumstances in a fair and equitable manner. The sanctions are summarised in a broadly hierarchical order.

Detentions

Detentions range from 15 minutes 'hold back' on the day concerned, lunch time detention, 45 minute detention with 24 hour notice, Thursday evening senior detention until 5pm, to Saturday morning or school closure day detention notified by letter.

Report cards

Several types of report card are used according to the improvement objective identified with the pupil and the parents.

The isolation room – 'internal exclusion'

Any pupil who deliberately and persistently disrupts the learning of others or endangers the well-being of members of the school community must expect to be directed to the isolation room. Here work is completed in silence under the close supervision of a member of staff. Parents are always informed of the reason for pupil isolation. Following a period of exclusion a pupil normally works in the isolation room for 1 day. Pupils who seriously infringe the school's Code of Conduct may be placed in the isolation room as an internal exclusion. This will normally be for a maximum of 5 days.

Exclusions

Only the Headteacher will make a decision to exclude a pupil. However, the investigation into an incident may be managed by another member of staff.

- Pupils who misbehave or regularly infringe school rules will be excluded from activities and school excursions where appropriate
- For more serious breaches of the Code of Conduct pupils will be officially excluded from school (fixed term exclusion)

When exclusion is applied the school will make every effort to inform parents by telephone before the pupil is sent home and an official letter of exclusion will be posted within 24 hours. Parents are then asked to come to school to discuss the matter with senior staff.

The police will be contacted when the school believes a serious criminal act has taken place.

Rewards

Springfield actively seeks to encourage all pupils who conduct themselves in a manner which shows courtesy, consideration and co-operation. The following rewards are available:

- House points which can lead to certificates
- Attendance certificates for 100% attendance
- Annual subject and achievement awards
- The awarding of Tutor Group Assistant status in Year 10
- The awarding of prefect status in Year 11
- Headteacher commendations and governor awards

Bullying

Bullying of any sort will not be tolerated. The school is committed to challenging and taking action to deal with direct and indirect discriminatory behaviour towards members of the school. All issues linked to bullying are covered in the Anti-Bullying Policy.

Confiscation

Pupils found in possession of inappropriate items must expect that they will be confiscated. In the case of specifically banned or dangerous items they will only be returned directly to parents or another agency, eg the Police, if required.

Searching pupils

As a result of the Education Act 2011, teachers have the power to search pupils for banned items – including going through the contents of mobile 'phones. Only senior staff and Heads of Achievement should carry out searches and will only do so with another adult witness - other than in exceptional circumstances.

Complaints procedure

Any complaint will be dealt with in accordance with the published Complaints Policy.