

Ormiston Academies Trust

Ormiston SWB Academy

Behaviour policy

Policy version control

Policy type	Statutory, OAT Mandatory Template
Author In consultation with	Jane Nolan, Director of Inclusion Trustees; Executive; Governance; Education Directors; Principals; Attendance, Behaviour and Exclusions Strategy Group; DSLs; SEND team; Personal Development Team; Student Inclusion Advisory Board (SIAB)
Approved by	OAT Executive, November 2022
Trust Board approval	8 December 2022
Release date	December 2022
Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	New policy in line with DfE Behaviour in Schools September 2022, replacing the Behaviour for Learning policy

Contents

1. Introduction	4
2. Behaviour Principles.....	4
3. Legislation, statutory requirements and statutory guidance	5
4. Related OAT policies.....	5
5. Leadership and management.....	5
5.1. Trustees and governors	5
5.2. Principal	6
5.3. Teachers.....	7
5.4. All staff.....	7
5.5. Children	7
5.6. Parents	8
6. Behaviour Curriculum.....	8
7. Behaviour Expectations.....	9
8. Safeguarding	10
9. Behaviour expectations and SEND	11
10. Responding to Positive Behaviour	12
11. Responding to behaviour that is below the expected standard	14
12. Low level disruptions.....	15
13. Sanctions	15
14. Supporting children following a serious sanction	21
15. Alternatives to suspension and Permanent Exclusion	23
15.1. Offsite Direction	23
15.2. Managed Moves	23
15.3. Part Time Timetables.....	24
16. Adapting sanctions for children with SEND.....	24
17. Reasonable force	25
18. Restraint / Positive handling plans	25
19. Recording, reporting and responding to incidents of restraint/positive handling/use of reasonable force	26
20. Behaviour outside of academy premises	26
21. Searching, screening and confiscation	27
22. Suspected criminal behaviour	27
23. Child on child abuse sexual violence and sexual harassment	28

24.	Behaviour incidents online	28
25.	Malicious allegations	28
26.	Mobile phones.....	29
27.	Transition	29
27.1.	Inducting incoming children	29
27.2.	Preparing outgoing children for transition	29
28.	Staff induction, development and support	29
29.	Monitoring and evaluating academy behaviour	30
30.	6 th Form	30
31.	Children's Voice	32
32.	Complaints	32
	Appendix 1 - Template letters to parent/carers	32
	Appendix 2 - Ormiston Academy Trust Reintegration Strategy.....	37

1. Introduction

- 1.1. The main purpose of the Behaviour Policy is to ensure that all children are safe and that academies create a culture where everyone is supported to have positive behaviour. All children should be able to learn in environments that are calm, safe and supportive and are free from disruption. All OAT academies are committed to inclusivity and implementing strategies that reduce bias and support individual children's needs. Where 'parent' is used in this policy this should be taken to include guardian or carer.
- 1.2. Excellent behaviour is achieved through a positive and consistent academy culture, underpinned by a commitment to OAT's four values:
- Anyone can excel
 - Enjoy the challenge
 - Share what is best
 - Be inclusive
- 1.3. These are further reflected through OSWBs statement: All Ormiston SWB Academy students will be respectful, responsible learners experiencing a first class education. A significant part of this is delivered through our CORE values programme, reflecting key values specific to our academy context.
- Character
 - Organisation
 - Resilience
 - Excellence

Further information on these values can be found at: [Ormiston SWB Academy - C.O.R.E Values](#)

2. Behaviour Principles

- 2.1. Supporting children to manage their behaviour ensures a calm and safe learning environment for all. This includes:
- Providing additional support, including reasonable adjustments for special educational needs and disability (SEND), to children who find it difficult to maintain positive behaviours
 - Building positive relationships with children and families to understand their needs and contexts
 - Ensuring that everyone treats one another with dignity, kindness, and respect
 - Having high expectations of children's conduct and behaviour and protecting children from disruption to teaching, learning or academy routines
 - Ensuring that these expectations are understood and applied fairly and consistently by all
 - Supporting children to develop and maintain good behaviour by teaching them what this means
 - Having clear systems and routines in place both in the classroom and around the academy
- 2.2. All members of the academy community are responsible for creating positive, safe environments in which:
- Bullying, physical threats or abuse and intimidation are not tolerated
 - Children are safe, feel safe and everyone is treated respectfully

- Any incidents of bullying, including cyber bullying, prejudice-based and discriminatory bullying, derogatory language (including name calling), harassment, violence and aggression are dealt with quickly and effectively

3. Legislation, statutory requirements and statutory guidance

3.1. This policy is based on legislation and advice from the Department for Education (DfE) on:

- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education 2022](#)
- [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement – 2022](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Mental health and behaviour in schools guidance](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice.](#)
- [Relationships and sex education \(RSE\) and health education - GOV.UK \(www.gov.uk\)](#)

4. Related OAT policies

- Attendance
- Allegations of Abuse Against Staff
- Anti-bullying
- Child Protection and Safeguarding
- Equality and diversity
- Searching, screening and confiscation
- SEND
- Staff Code of conduct
- Suspension and Exclusion
- Whistleblowing
- Uniform

5. Leadership and management

5.1. Trustees and governors

5.1.1. Trustees are responsible for monitoring the effectiveness of the Behaviour Policy across the trust.

5.1.2. Trustees will:

- hold the Senior Leadership Team to account for the successful implementation of the policy, including ensuring that there is no discipline disparity between any groups of children, especially those with protected characteristics

5.1.3. The local governing body in each academy is responsible for monitoring the effectiveness of the Behaviour Policy in the academy

5.1.4. Governors will:

- hold the principal to account for the successful implementation of the policy, including ensuring that there is no discipline disparity between any groups of children, especially those with protected characteristics

5.2. Principal

5.2.1. The principal is responsible for setting and maintaining the behaviour culture of the academy and ensuring that all staff and children feel safe and supported.

5.2.2. The principal will:

- ensure that the academy has high expectations of children's conduct and behaviour, ensuring clear routines and rules, and that this is understood and applied consistently and fairly by all staff
- aim to prevent all forms of bullying, including cyberbullying, prejudice-based and discriminatory bullying, harassment, violence and aggression
- together with the leadership team, be highly visible in the academy to engage with children, staff and parents and promote high standards of behaviour
- ensure that all staff are successfully inducted into the academy's behaviour culture and systems, and will make sure that all staff receive regular high-quality training on behaviour guidance, routines and strategies
- ensure all staff act as positive role models for behaviour with high standards of personal and professional conduct
- ensure that safeguarding and child protection concerns are identified effectively, and children are offered support rather than sanctions when appropriate
- ensure parents are aware of the academy's expectations and wherever possible, partner with them to understand and support any behavioural issues
- regularly seek 'children's voice' to understand the views and experiences of behaviour in the academy
- regularly review behaviour data and take any necessary steps to eliminate discrimination, reduce bias and ensure compliance with equality law
- ensure the behaviour curriculum, including expectations, routines and rules are explicitly taught to children, and understood by all
- Ensure children receive education on positive healthy relationships in all contexts, including online and offline relationships, so they can identify prejudice, discrimination and bullying

5.3. Teachers

5.3.1. Teachers are responsible for managing behaviour effectively to ensure a calm and safe learning environment for all children¹

5.3.2. Teachers will:

- consider first whether a child's behaviour may be due to a safeguarding or child protection concern or an unmet need (e.g., unidentified or identified SEND, a mental health or other contextual factors) and adapt approaches accordingly
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the behaviour policy and agreed teaching and learning routines
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to children's' needs to involve and motivate them

5.4. All staff

5.4.1. All staff are responsible for implementing measures in the behaviour policy to secure excellent standards of behaviour

5.4.2. All staff will:

- model and maintain positive relationships with children, so that they can see examples of good behaviours and feel confident to ask for help when needed
- uphold the whole academy approach to behaviour by modelling and teaching routines, values and standards in every interaction²
- address misbehaviour swiftly and act decisively when behaviour, including the use of discriminatory language, falls below the expected standards

5.5. Children

5.5.1. Children are responsible for following the behaviour policy and upholding the academy rules. Most children will understand the behaviour expectations of the academy and meet these standards with little support. However, some children will need significant and on-going support.

¹ DfE Teachers' Standards: see Teacher Standard 7 (<https://www.gov.uk/government/publications/teachers-standards>)

² See part 2 of the Teachers' Standards which outlines the high standards of personal and professional conduct expected of teachers

5.5.2.Children will:

- be made aware of the academy's behaviour standards, expectations, rewards and sanctions
- receive an age-appropriate induction process, including those who are admitted mid-year, that familiarises them with the academy's behaviour culture, rules and routines
- receive regular and explicit teaching of behaviour expectations throughout the academic year
- be educated about healthy relationships in all contexts, both online and offline, and to understand their rights and responsibilities regarding their behaviour
- be made aware of the pastoral support that is available to them to help them meet the behavioural standards
- be asked about their experiences of the behaviour culture to support the evaluation, improvement and implementation of the behaviour policy

5.6. Parents

5.6.1.Parents are responsible for working in partnership with the academy to support and reinforce the behaviour policy.

5.6.2.Parents will:

- promote a positive culture of behaviour and celebrate their child's successes and achievements
- get to know the academy's behaviour policy and reinforce the ethos and values of the policy with their child when necessary
- support their child in adhering to the academy's behaviour policy
- inform the academy of any changes in circumstances that may affect their child's behaviour
- discuss any behavioural concerns with their child's head of year promptly
- take part in any pastoral work following misbehaviour (for example: attending reintegration meetings or reviews of specific behaviour interventions)
- raise any concerns about the management of behaviour with the academy directly with Miss S S Woodbine (Vice Principal).

6. Behaviour Curriculum

6.1. All OAT academies want children to feel confident and curious and to behave compassionately to those around them. These qualities should be nurtured and modelled by all staff. Staff can reinforce the behaviour curriculum in every interaction they have with children by:

- Modelling what positive relationships look like, in their interactions with all members of the academy community
- Acknowledging and praising behaviour that meets the expected standard
- Giving children clear reminders about what the consequences of their actions will be if they don't meet behavioural expectations
- Being clear and consistent in the use of sanctions

6.2. Children will also be taught explicitly and regularly about behaviour, predominantly through our CORE curriculum programme: CORE lessons . Not only does this curriculum offer an opportunity for students to be taught about behaviour, but it also encourages relationships and interactions between peers and staff

outside of the norms of a classroom environment. In addition to this, year group assemblies offer contextual and relevant information about a range of issues that further teach about specific issues pertinent to year groups and the local community. Assemblies are also used as a platform to share information and refresh students knowledge of rewards and sanctions. Personal tutor time engages students every morning in a supportive group setting, sharing information and holding discussions about current themes. This time is also used to reinforce Routines for Learning through regular powerpoints and videos displaying good and bad practices. Time is given throughout the year to teach routines and behaviour expectations: students have opportunity to actually 'role play' what good behaviour looks like.

6.3. Any children who join mid-term will be given information about the academy behaviour system. They will be introduced to their HOY prior to a start date and the HOY will spend time with them sharing expectations, consequences and the behaviour system. The Routines for Learning that are key to the positive behaviour systems are shared by the Directors of Year, or the Lead Practitioner, dependant on availability. Any students with specific needs will be introduced to relevant supports, staff, and areas of the building. Reasonable adjustments will be made and shared with staff through Learning plans.

7. Behaviour Expectations

7.1. In SWB academy, children are expected to:

<p>Character</p>	<ul style="list-style-type: none"> • show respect for everyone in the academy • show respect for all staff by following requests 'FIRST TIME, EVERY TIME' • use appropriate language at an appropriate volume • use good manners. We will say ;'Please', 'Thank you' and 'Pardon' • avoid confrontation • show respect for the academy environment
<p>Organisation</p>	<ul style="list-style-type: none"> • have the correct equipment each day • look smart, wearing the correct uniform at all times • take responsibility for my attendance each day • attend all my lessons, making sure I am in the RIGHT place at the RIGHT time

	<ul style="list-style-type: none"> • take responsibility for my behaviour and actions every time and not seek to blame others
Resilience	<ul style="list-style-type: none"> • keep myself safe moving around the academy in a calm and orderly manner, respecting balconies and stairs • keep myself safe in all lessons by listening to the advice from staff and asking when I am unsure • not bring prohibited items into the academy • keep myself safe by using technology appropriately • keep myself safe on my journey to and from the academy. • never put myself or others in danger with my actions
Excellence	<ul style="list-style-type: none"> • have a positive attitude with a desire to learn and achieve • take responsibility for my own learning and complete all work to the best of my ability • take responsibility for my own progress by acting upon teachers' advice with positivity

8. Safeguarding

- 8.1. The academy recognises that changes in behaviour may be an indicator that a child is in need of help or protection. All staff should maintain professional curiosity and proactively consider whether a child's behaviour, including misbehaviour, may be linked to them suffering, or being likely to suffer, significant harm.
- 8.2. Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Lead (DSL) immediately, using CPOMS. The DSL, after liaising with appropriate staff or other agencies, will determine whether early help intervention or a referral to children's social care is appropriate.

9. Behaviour expectations and SEND

- 9.1. Some children who frequently display challenging behaviour may lack the ability to self-regulate because of a SEND or mental health issue. Perceived 'misbehaviour' may also be a sign that they are unable to access the work that has been set.
- 9.2. While it should not be assumed that every incident of misbehaviour will be connected to their SEND, all staff should consider behaviour in relation to a child's SEND in the first instance. Consideration should be given as to whether children's needs are being adequately met and whether they can effectively access the curriculum.
- 9.3. Children learn best to manage their self-control, behaviour and learning when they feel well supported by staff who are caring, understanding, curious and consistent. Staff will try to anticipate triggers of misbehaviour and apply flexibility to application of sanctions, through reasonable adjustments, whilst still expecting the high levels of good behaviour.
- 9.4. Staff will be supported in this by the academy's SENCO, Vice Principal and extensive Pastoral team. Staff will have access to refer to OAT's latest SEND policy and the DfE's Mental Health and Behaviour in Schools guidance³ [Mental health and behaviour in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612212/Mental_Health_and_Behaviour_in_Schools_Guidance.pdf)
- 9.5. In line with the Equality Act 2014 and the Children and Families Act 2014⁵, the academy will:
 - Take such steps as is reasonable to avoid any substantial disadvantage to a disabled child and,
 - use their 'best endeavours' to meet the needs of those with SEND (including children who have unidentified SEND)
- 9.6. At Ormiston SWB Academy, we will make reasonable adjustments for behaviour according to individual needs. Examples of reasonable adjustments include:
 - Allowing 'time out' for a short movement break or to go to the Student Support Area when feeling overwhelmed
 - Allowing children to move or use a fidget toy agreed by the SENDCO
 - Adjusting uniform requirements if there are sensory or medical issues, as evidenced by a medical practitioner
 - Adjusting seating plans for children who have visual, hearing, sensory, attention or other areas of need
 - Providing a visual timetable showing what is happening now and what is coming next and making sure any changes are communicated in advance
 - Allowing additional time to follow staff instructions or requests
 - Application of additional flexibility to issuing of sanctions: extra warnings, additional take up time, use of cards/visual aids etc.

³ See chapter 3 – understanding the link between mental health and behaviour

⁴ Section 20 of the Equality Act 2010

⁵ Section 66 of the Children and Families Act 2014

9.7. Children who have an identified SEND will be supported with their behaviour through the graduated approach of assess, plan, do, review⁶. Where a child continues to experience difficulties, despite evidence-based support and interventions, the academy may involve the following specialists:

- Ed Psych
- CAMHS
- Counsellor
- Specialist teachers
- Outreach support services
- Speech and Language Therapy
- Sensory Impairment Service

9.8. The SENCO, academy staff, together with any specialists, and involving the child's parents, will consider a range of evidence and effective teaching approaches, appropriate equipment, strategies, and interventions to support the child's progress. Outcomes to be achieved through the support will be agreed, including a date by which progress will be reviewed.

9.9. Where, despite the academy having taken all relevant actions to meet the SEND needs of the child, they have still not made expected progress, the academy or parents may consider requesting an Education, Health and Care needs assessment.

9.10. If a child already has an Education, Health and Care plan, the provisions set out in that plan must be secured and the academy must co-operate with the local authority and other bodies.⁷

9.11. Patterns of challenging behaviour by children who are not on the SEND register, will be raised as a concern to the SENCO for investigation into unmet or unidentified SEND or mental health issues using the academy's SEND Concern form.

10. Responding to Positive Behaviour

10.1. Children learn best when they feel safe. This can be achieved by having clear expectations and routines, consistently applied with reasonable adjustments if appropriate. All staff will aim to create a positive and supportive environment in the classroom and around the academy using positive language and relationships based on dignity and respect. This helps children to engage in and make good progress with their learning and can promote staff and child health and wellbeing.

10.2. The academy recognises that acknowledging positive behaviour encourages further positive behaviour. Communicating positive behaviours to parents can also be an effective way to motivate children to behave well.

⁶ See chapter 6 of the SEND Code of practice: 0-25 years

⁷ Section 29 and Section 42 of the Children and Families Act 2014

- 10.3. When a child's behaviour meets or goes above the expected behaviour standard, staff will recognise this through positive recognition, rewards, and celebrations. This will include recognising the progress of children who require additional support with their behaviour.
- 10.4. The academy will demonstrate a fair and clear application of rewards to reinforce the routines, expectations, and norms of the academy's behaviour culture.

	Rewards Criteria
R1	Awarded by All staff – Consistently meeting Expectations <ul style="list-style-type: none"> Weekly 100% attendance Consistently showing a good Ready to Learn attitude in lessons (punctual, start work straight away with a positive attitude) Working hard throughout a lesson and completing work to a good standard. Making positive contributions to class discussions. Showing resilience and perseverance with set tasks. Attending revision sessions as invited. Completing homework to a good standard and submitting it on time (R1 hmk) Attending extra-curricular clubs. Showing improved attendance over time
R2	Awarded by All Staff – Exceeding Expectations <ul style="list-style-type: none"> Completion of work to an exceptional standard Excellent effort and attitude towards learning, exceeding targets Promoting Character, Organisation, Resilience and Excellence related attributes around the Academy Class/Form responsibility (e.g. reading buddy, equipment checks etc.) Representing House in a competition Making a positive contribution to an extra-curricular activity Excellent effort with homework and independent learning tasks. Increased standard of work due to improved attendance.
R3	Awarded by Senior Directors/Directors/Assistant Principals – Academy Ambassador <ul style="list-style-type: none"> 0 consequence sanctions in 1 school week Volunteering e.g. being a guide at Open Evenings or events Year group responsibility (e.g. contribution to assembly, Student Council etc.) Exceptional effort and ATL or receiving a faculty award 100% attendance for a whole term. Representing the school team at an event Organising a charity event which promotes British Values
R4	Awarded by Principal/Vice Principals – Community Ambassador <ul style="list-style-type: none"> Active engagement in the local community Acting as an ambassador for the Academy (work with primary schools, inter-school events) Representing town/county team etc. Receiving a 'visitor golden ticket'

	Milestones
M1 - 100	<ul style="list-style-type: none"> Post card home from Director of Year.
M2 - 200	<ul style="list-style-type: none"> Certificate from Director of Year One day lunchtime queue jump.
M3 - 300	<ul style="list-style-type: none"> Letter home from Assistant Principal – Behaviour & Attendance Bronze Milestone badge two day lunchtime queue jump pass 1 x Golden Ticket
M4 - 500	<ul style="list-style-type: none"> Letter home from Vice Principal – Behaviour & Attitudes Silver Milestone Badge 1x Golden Tickets for prize draw Cookie and drinks voucher for restaurant. Rewards Day Event pass
M5 - 700	<ul style="list-style-type: none"> Milestone letter from Principal Invite pupil to staff briefing for recognition. Gold Milestone Badge 2 x golden tickets for prize draw £10 cinema/online shopping gift card

The Golden Ticket

- Termly Golden Ticket prize draws with a first, second and third place prize.
- Up to ten Golden Tickets can be issued by any member of staff per term where learners have shown '**Excellence**', '**Resilience**' or '**Brilliance**' in their approach to learning.

11. Responding to behaviour that is below the expected standard

- 11.1. Responses to unwelcome behaviour will always be made with the aim of helping children to make better decisions and choices in the same or similar contexts in the future. For most children, a gentle reminder or nudge in the right direction is all that is needed. However, for some children, more supportive measures and interventions will be required.
- 11.2. When a child's behaviour falls below the standard that can reasonably be expected of them, staff will respond to restore a calm and safe learning environment. All staff should deal with poor behaviour without delegating either the task or the accountability. The person best placed to manage the behaviour of a child is the class teacher or the member of staff who was there at the time.

- 11.3. Staff will endeavour to create a predictable environment by always responding to behaviour that falls short of the standards in a consistent, fair, and proportionate manner, so children know with certainty that misbehaviour will always be addressed.
- 11.4. When managing behaviour, staff should also consider the possible impacts of trauma, using the “connect before you correct” approach, by looking beyond the challenging behaviour displayed and questioning what feelings and emotions might be driving the behaviour.

12. Low level disruptions

- 12.1. Low level disruptions are behaviours which are not directly confrontational or challenging, but which nevertheless disrupt the teaching and learning environment. If allowed to continue, the concentration and learning of other children can be badly affected. Staff will always consider whether low level disruptions are because of a safeguarding concern, an identified or unidentified SEND or mental health need.
- 12.2. To stop any low-level disruptions escalating to more serious behaviour breaches, staff will intervene quickly and calmly using the following de-escalation techniques. This list is not exhaustive, and staff may use responses tailored to the individual needs of a child:
 - Use eye contact (where appropriate), hand signals, body language or questions to distract and to signal their misbehaviour has been noted
 - Provide time for the child to make appropriate choices
 - Using first names, check the child's understanding of what it is they need to do
 - Use clear, consistent language to explain the task and expected behaviours
 - Use positive language, signals and praise for doing the right thing
 - Stand closer to the child (being aware of their personal space) to signal their behaviour is being monitored
 - Verbalise self-regulation techniques away from others and offer support e.g. ‘I can see you are becoming anxious/stressed/annoyed, try taking three deep breaths and then we can look at this task together’
 - Remind the child of expected behaviours again and consequences for further disruption
 - Move away from the student when you can see that your presence is creating more anxiety
 - Give the student a task to do to distract them
- 12.3. Low level disruptions can also occur outside of the classrooms, while moving around the academy and during break and lunch times. All staff will apply the same approaches and intervene quickly and calmly using the de-escalation techniques outlined.

13. Sanctions

- 13.1. Where misbehaviour continues or there is a serious breach of the academy's behaviour expectations, the academy may use a sanction. When taking this disciplinary action, the academy will consider the following:

- That any contributory factors have been identified and considered e.g. if a child has suffered bereavement, abuse or neglect, has mental health needs, is subject to bullying, has identified or unidentified SEND, is subject to criminal exploitation, or is experiencing significant challenges at home
 - Whether the misbehaviour gives cause to suspect that a child is suffering, or is likely to suffer, harm. If this is the case, staff will follow the OAT Child Protection & Safeguarding policy and speak to the DSL or deputy at the earliest opportunity
- 13.2. Staff will try de-escalation techniques to avoid the use of sanctions wherever possible. However, staff can sanction children whose behaviour falls below the standard which could reasonably be expected of them. Staff can issue sanctions any time children are in the academy or elsewhere under the charge of a member of staff, including on academy trips.
- 13.3. Sanctions must be reasonable and proportionate and consider any special circumstances. Staff should avoid moving through the Consequences grid too rapidly and, wherever possible, should implement the 'support pre-sanction' steps calmly and with care, allowing 'take up time' between each aspect of support given.
- 13.4. Following any sanction, the academy will support the child to reflect on and understand their behaviour. This could be a short 'check-in' conversation or a longer more restorative meeting, depending on the individual circumstances. At the same time, staff will work together to understand a child's context as this will inform effective responses to more complex behaviours.
- 13.5. The academy will plan and use age/developmentally appropriate strategies and interventions to support a child, without lowering expectations for any child's behaviour.
- 13.6. OSWB Academy's Graduated Consequences Grid:

Graduated Consequences Grid

Consequence & Points	Student Behaviour	Action/ Advice	Actioned By	Monitored By
<u>Initial, informal prompt</u>	<ul style="list-style-type: none"> Not following Routines for Learning Talking/ distracting Others Inappropriate language/ actions Swearing amongst peers <p>PROVIDE TIME FOR STUDENT TO RECTIFY BEHAVIOUR</p>	<ul style="list-style-type: none"> Use of body language/ space Use of facial expression/non-verbal cues Note in Planner Hand gestures Verbal cue - "you are very close to a reminder... come on let's ..." Tactical ignoring (until the end of the lesson where the behaviour will need to be addressed) 	<ul style="list-style-type: none"> All staff 	N/A
<u>Reminder</u>	<ul style="list-style-type: none"> Repeated 'Prompt' behaviour 1st time inappropriate use of school ICT equipment with no evidence (low level) <p>PROVIDE TIME FOR STUDENT TO RECTIFY BEHAVIOUR</p>	<p>Pre Prompt + :</p> <ul style="list-style-type: none"> De-escalation Strategies Verbal direction "That is your reminder for..." Avoid reacting to any secondary behaviours Tactical ignoring (move on and away but address later at appropriate time) 	<ul style="list-style-type: none"> All staff 	N/A
<u>C1</u> -1 Points	<ul style="list-style-type: none"> Lack of work or poor work ethic Failure to submit homework PE kit / Equipment missing Continued distraction of others/ disturbing the lesson Failure to complete homework Repeated 'reminder' behaviour 	<ul style="list-style-type: none"> Discuss with student at appropriate/ none emotive time 10-minute detention at the time set by staff member Staff MUST make sure student is aware of C1 and know where to go and when for sanction 	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Recorded on CC – Monitored by Director of Subject/ DOY/ LP RfL
<u>C2</u> <u>30 Minute Detention (Same Day)</u> -2 Points	<ul style="list-style-type: none"> Unkind behaviour towards peers Repeated C1 behaviours Graduated approach followed and continuing to not to follow staff instructions Inappropriate use of ICT (School Equipment – more than once) Late to lesson (5 mins M/T) Repeated loaning of uniform Failure to attend a C1 detention 	<ul style="list-style-type: none"> Discuss with student, remind of academy expectations (away from others where possible) 30 minute detention after school that evening Parent notified through CC Staff MUST make sure student is aware of C2 and know where to go and when for sanction 	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Recorded on CC Monitored by Director of subject/ Director of Year HOY Assistant/ SENDCO
<u>C3</u> <u>45 Minutes Detention (Same Day)</u> -3 Points	<ul style="list-style-type: none"> Failure to attend C2 detention Inappropriate use of language/swearing in classroom in front of staff and peers Threatening Language Inappropriate/ offensive sexualized language Taking belongings without consent of person Sent to REFLECT 	<ul style="list-style-type: none"> Restorative Conversation – Staff discretion Parent informed through Classcharts 45 Minute detention after school that evening Parent notified through CC 	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Recorded on CC Monitored by Director of subject/ Director of Year HOY Assistant/ SENDCO Assistant Principal
<u>C4 (I.E) (Internal Exclusion)</u> -3 Points	<ul style="list-style-type: none"> Internal/External Truancy One off incident of HSB directed at peer (Harmful Sexual Behaviour) Multiple C1, C2, C3 behaviours Refusing to attend detention Physical Aggression Threatening physical harm to a peer One off incident of Hate Crime (including social media and face to face) Inappropriate behaviour in the community as an SWB student Smoking/Vaping and/or in possession Graffiti Refusing to hand over vape/mobile phone Dangerous behaviour that could result in harm Health & Safety balcony violation Planned/purposeful taking of items/ theft 	<ul style="list-style-type: none"> Recorded on CC by HOY/ AP Meeting and/or communication with parents – HOY/AP IE hours 8.40-15.45 (equivalent of 5 periods plus 1 hour after school detention) 	<ul style="list-style-type: none"> SLT HOY 	<ul style="list-style-type: none"> HOY Assistant Principal VP
<u>C5</u> <u>(Suspension)</u> -4 Points	<ul style="list-style-type: none"> Serious assault Repeated incident of Hate Crime Repeated inappropriate behaviour in the community as SWB student Refusal to attend IE (Internal Exclusion) Parental support refused 	<ul style="list-style-type: none"> 1 day re integration day 1 Week report (AP) Recorded on CC by HOY/ AP Statements from student/ witnesses MUST be completed and handed to HJE 	<ul style="list-style-type: none"> Principal Vice Principal 	<ul style="list-style-type: none"> Assistant Principal VP Governors OAT

	<ul style="list-style-type: none"> Directly threatening behaviour towards a member of staff Swearing directly at a member of staff Vandalism Public/ serious fight Repeated sexual harassment Failure in IE (despite parental support & de-escalation strategies) 	<ul style="list-style-type: none"> Paperwork completed by HOY and provided to HJE 		
C6 <u>Permanent Exclusion</u> -5 Points	<ul style="list-style-type: none"> Possession of a weapon or drugs Arson One off Incident Persistent disruptive behaviour 	<ul style="list-style-type: none"> Permanent Exclusion (Lose place) Recorded on CC by HJE VP completes paperwork, liaise with parent AP collates statements and evidence 	<ul style="list-style-type: none"> Principal Governors 	<ul style="list-style-type: none"> Record on CC Principal, Governors and OAT

	Student Behaviour	Action	Authorised by	Monitored by/Actioned by
<u>Social Exclusion</u> -1 Points	<ul style="list-style-type: none"> Late up to 9.00 = SE Break time Late after 9.00=SE break and lunchtime C1, C2 & C3 Behaviours at social times (where appropriate) 	<ul style="list-style-type: none"> Social Exclusion detention – Break Social Exclusion detention – Break and lunch C1, C2& C3 Social Exclusion: <ul style="list-style-type: none"> 1-5 Days 	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Recorded on CC by staff Monitored by HOY Monitored by AP
<u>Reflect</u> (C3 – 45 Minute Detention Afterschool) -3 Points	R, C1, C2 plus : <ul style="list-style-type: none"> Failure to allow the teacher to teach Preventing others from learning <ul style="list-style-type: none"> Serious health and Safety violation with intent to cause harm (If A STUDENT IS NOT DISTURBING THE LESSON DO NOT SEND TO REFLECT – ACTION WITH PASTORAL)	<ul style="list-style-type: none"> Removed from lesson and sent to reflect Reflect staff confirm details of graduated approach Parents informed through Class Charts 	<ul style="list-style-type: none"> HOY/SLT 	<ul style="list-style-type: none"> Recorded on CC by reflect staff Director of subject/Director of year HOY AP SLT
<u>Managed Move</u>	<ul style="list-style-type: none"> Persistent C4 or C5 behaviours Several incidents of Harmful Sexual Harassment 1 off incident sexual violence Parental/Student request 	Managed Move to alternative school for 12 weeks. Student is off rolled at 12 weeks if successful.	<ul style="list-style-type: none"> Principal Vice Principal 	<ul style="list-style-type: none"> Recorded on CC by HOY Monitored by AP
<u>Managed Isolation or Respite (Off site direction)</u> (Suspension Considered not appropriate)	<ul style="list-style-type: none"> Serious assault Repeated incident of Hate Crime Repeated inappropriate behaviour in the community as SWB student Refusal to attend IE (Internal Exclusion) Parental support refused Directly threatening behaviour towards a member of staff Swearing directly at a member of staff Vandalism Public/ serious fight Repeated sexual harassment Failure in IE (despite parental support & de-escalation strategies) 	<ul style="list-style-type: none"> 1- 10 day placement 	<ul style="list-style-type: none"> Principal Vice Principal 	<ul style="list-style-type: none"> Recorded on CC by HOY Monitored by AP
<u>Internal AP</u>	<ul style="list-style-type: none"> 5 Period of IE in one half-term 2 Suspensions 1 Significant suspension One off serious incident 	<ul style="list-style-type: none"> 6 week placement (full time and reintegration) SPLP: Short or long term 1- 10 day emergency placement External placement 	<ul style="list-style-type: none"> Principal Vice Principal 	<ul style="list-style-type: none"> Recorded on CC by AP Staff VP
<u>External AP</u>	<ul style="list-style-type: none"> Failure in Internal AP Failed Managed Move Serious/police incident Serious HSB incident 	<ul style="list-style-type: none"> Referral to external AP 	<ul style="list-style-type: none"> Principal 	<ul style="list-style-type: none"> Monitored by SENDCO/Safeguarding Staff VP AP

Uniform sanctions

The Academy has the right to send students home. This would be briefly to rectify uniform. Parents/ carers would be notified and they would be expected to return asap. The academy has the right to issue sanctions for persistent defiant refusal to follow uniform expectations.

Example of none uniform:

Concern/Issue	Action/Consequence/ Information
<ul style="list-style-type: none"> Leggings or pull up/ viscose type trousers Trainers/pumps/canvas style shoes BIAB, extensions, gel polish or hardener of any description Any type of false eyelashes Facial piercings – small, non-coloured clear retainers are allowed in the nose Excessive jewellery – one small earring to fit the ear lobe – no hoops or large studs 	<ul style="list-style-type: none"> A member of staff will ask the student to correct their uniform : <ul style="list-style-type: none"> ✓ Cut down nails, until the end of the day to be removed ✓ Use nail varnish remover to take off coloured nail varnish ✓ Borrow trousers, shoes etc. ✓ Soak eyelashes off ✓ Remove piercings Uniform will be offered for the day, supplied by the academy (more than 3 occasions and a C2 may be issued) Students can spend time working in the Internal Exclusion room if they refuse to co-operate with the above. If the item is not available for loan – an appropriate uniform pass will be given for 24 – 48 hours – this MUST be discussed with parent and will not exceed 48 hours If school shoes have broken a pair of 'black' trainers can be worn, if school shoes cannot be borrowed, but for only 48 hours – black trainers with any other colour will not be allowed Pupils can be sent home by law for refusal to do this at the start of the day (prior to registration) but MUST return once corrected or they will be marked as an unauthorised absence

Additional contextual information:

Student is using mobile phone during school day. Repeated use of mobile phone.	<ul style="list-style-type: none"> • Mobile phone is handed over to staff and kept securely for collection at the end of the day. • If student refuses to hand over – student is placed in IE/or internal alternative provision whilst parent is contacted for support to obtain phone • Possible phone ban for set period of time (handed in to HOY on arrival at school)
Student has a prohibited item as follows: cigarettes, vapes, energy drink on their possession	<ul style="list-style-type: none"> • Student hands over the item. Cigarettes and vapes will be disposed of by academy staff. • Energy drink can be collected on leaving academy at the end of the day.

Removal from classroom - Reflect/Internal Exclusion

Removal from classroom is a serious disciplinary sanction and will only be used once other behavioural strategies have been attempted unless the behaviour is so extreme as to warrant immediate removal.

Removal from classroom as a sanction does not include circumstances in which a child is asked to step outside the classroom briefly for a conversation with a member of staff and asked to return following this. It also does not include the use of SSA for planned intervention or therapeutic work to support with behaviour.

If a child is removed from class to attend Reflect the academy will inform parents the same day via Class Charts. If a child is placed in I.E. a call will be made to notify the parents or carer. If a child has a social worker, including if they have a Child in Need plan, a Child Protection plan or are looked-after, the academy will notify the social worker or Virtual School Head of the removal taking place. If a child is looked after, their Personal Education Plans will be reviewed and amended to include behaviour support and intervention considering the reasons for removal from class.

Children who are removed from class will be sent to Reflect where their education will be continued in the IE/Reflect room and to allow them to regain calm in a safe space. The academy will ensure that staff supervising removal areas are suitably trained to support children with challenging behaviours and contexts.

Children will remain in removal for no longer than is necessary. For most children this will be one period for Reflect and 5 periods plus a detention for I.E. However, there may be exceptional circumstances, which must be agreed by the principal and communicated to the parents and the child in a timely manner, where children

remain in removal for more extended periods. All children in removal will receive regular breaks, including movement breaks and food/drink breaks and opportunities to visit the toilet. Staff will be made aware of any medical needs and ensure any health care plans are fully implemented.

Staff will record all incidents of removal from the classroom along with details of the incident that led to removal, and any protected characteristics of the child on Class Charts.

The academy will collect, monitor and analyse this data weekly to examine repeat patterns and the effectiveness of the use of removal. This information will be used to provide timely intervention and support to children. This may include a pastoral review and/or investigation by the DSL and/or SENCO. Parents will be informed of the outcome of any investigations. In addition, the academy will provide any necessary support to departments or staff.

This data and the impact of interventions to support behaviour is reviewed at the academy's Strategic Progress Boards and at Local Governing Body meetings.

The completion of OAT's 'Vulnerable child pre-exclusion checklist' should be considered for children who are frequently removed from class. Use of the checklist can help identify areas where a child needs further support to stop behaviours escalating to the point where suspensions and permanent exclusions are used. Additional advice and support for behaviour can also be accessed via OAT's Inclusion Team.

Suspension and permanent exclusion

Suspensions will be used as a last resort. However, it is acknowledged that they are sometimes necessary to ensure a calm and safe environment for all children and staff. Principals can use suspension or permanent exclusion in response to serious incidents or in response to persistent poor behaviour which has not improved following extensive support and intervention. In deciding whether to issue a suspension or permanent exclusion the academy will have reference to OAT's Suspension and Exclusion policy and legislation that governs the suspension and permanent exclusion of children (The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012).

In considering suspension or exclusion the principal should ensure that, as far is appropriate, the academy's 'Vulnerable child pre-exclusion checklist' has been considered. This will guide principals in their review of support and intervention strategies in response to misbehaviour.

Where the child has an identified special education need or disability and is receiving support at the level of School Support (SEND register) principals should ensure the relevant Education Director has been contacted for consultation before a decision to permanently exclude has been made. If the child has a Child protection or Child in Need Plan or is a Looked after Child, principals are encouraged to consult with their Education Director before a decision to permanently exclude has been made.

Where the child has an Education, Health and Care Plan (EHCP), the Director of Inclusion, must have been contacted for consultation before a decision to permanently exclude has been made.

14. Supporting children following a serious sanction

- Children who need more intensive support with their behaviour or pastoral needs or who are at risk of suspension or permanent exclusion may be referred to spend time in the academy's Internal Alternative Provision (IAP)
- the aim of the Internal AP is to improve behaviour so that the child can successfully reintegrate back into mainstream lessons. The academy will:
- adhere to the legal duties set out in the DfE's [Alternative provision - GOV.UK \(www.gov.uk\)](http://www.gov.uk) if referring to or operating an Alternative Provision Unit.
- carry out regular safe and well checks and monitor attendance and punctuality daily
- share information with multi-agency partners if appropriate and consult with parents on the pupil support unit placement
- deliver a broad and balanced curriculum offer that aligns to the curriculum in mainstream lessons, satisfies any relevant legal requirements regarding the academy's curriculum, and supports reintegration. The curriculum may be personalised to address specific support needs individual children may have
- maintain a positive, visible presence from academy leaders to make the pupil support unit an integral part of the academy
- deploy staff with the appropriate skills set to the pupil support unit so children can be supported with their behaviour and learning needs to ensure effective impact and progress
- regularly monitor the progress of all children in pupil support units, including those attending a unit at a different school.
- follow OAT's Reintegration Strategy (see Appendix 2) and review reintegration plans at regular intervals
- actively involve children and parents in reintegration discussions
- Extended period of removal from classroom or off-site direction or suspension or when a child is allowed to return to the academy when their permanent exclusion is overturned by a governing board or independent review panel
- The academy will follow OAT's Reintegration Strategy (see Appendix 2) to provide the child with support and a fresh start so they can reintegrate successfully back into academy life. As outlined in the Reintegration Strategy, children should not receive further sanctions following a suspension. However, they may receive additional behaviour support and intervention in the Internal AP as part of their agreed plan.

The aim of the reintegration strategy is for the child to:

- Feel well supported to be able to succeed
- Understand the impact of their behaviour on themselves and others
- Meet the high expectations of behaviour in line with the academy's culture
- Foster a renewed sense of belonging within the academy community
- Build engagement with learning

The strategy includes meeting with the child, parents, academy staff and any relevant agencies and agreeing a plan with personalised targets. The plan will also include:

- Reasons for the child's behaviour that led to the sanction
- Support that will be offered by the academy
- Signposting or referral to support available outside of the academy
- SEND support, as appropriate

The academy will always communicate the importance of both the child and their parents attending the meeting. However, where parents do not attend, the academy will not:

- Refuse to let the child return to the academy
- Extend the sanction within the academy e.g. internal isolation, or extend a suspension or off-site period if the academy cannot arrange a meeting time

If parents don't attend, the academy will provide them with a copy of the meeting notes and reintegration plan, as well as details of how they can access any support (for example, Early Help or counselling services).

15. Alternatives to suspension and Permanent Exclusion

15.1. Offsite Direction

15.1.1. Off-site direction is when a governing board arranges temporary off-site provision for a child to attend another education setting to improve their behaviour. Parental agreement is not a requirement of off-site direction although it is always best practice to try and receive this. Parents should be kept informed at all stages of the process and consulted wherever possible.

15.1.2. Where interventions or targeted support have not been successful in improving a child's behaviour, the academy may use off-site direction to arrange time-limited placements at an Alternative Provision or another mainstream school. Children accessing this support will be dual registered.

Further information and guidance on off-site direction can be found in OAT's Suspension and Exclusion Policy, the DfE's 'Suspension and permanent exclusion from maintained schools, [School suspensions and permanent exclusions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-suspensions-and-permanent-exclusions) academies and pupil referral units in England, including pupil movement' and the DfE's 'Alternative Provision: Statutory guidance for local authorities'. [Alternative provision - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/alternative-provision)

15.2. Managed Moves

15.2.1. A managed move is used to initiate a process which leads to the transfer of a child to another mainstream school permanently. This is dependent on local schools having the capacity to receive children under this process, which is not always the case. For this reason, managed moves may not be on offer in all geographical areas.

15.2.2. Managed moves should be voluntary and agreed with all parties involved, including the parents and the admission authority of the new school. Managed moves should only occur when it is in the pupil's best interests.

15.2.3. If a child attends a managed move as an alternative to permanent exclusion, but the managed move is unsuccessful, the home academy cannot then issue a retrospective permanent exclusion. The home academy must review the child's needs and either accommodate these within the home academy or seek alternative provision.

Further information and guidance on off-site direction can be found in OAT's Suspension and Exclusion policy, the DfE's 'Suspension and permanent exclusion from maintained schools, [School suspensions and permanent exclusions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-suspensions-and-permanent-exclusions) academies and pupil referral units in England, including pupil movement' and the DfE's 'Alternative Provision: Statutory guidance for local authorities'. [Alternative provision - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/alternative-provision)

15.3. Part Time Timetables

- 15.3.1. A part time or reduced timetable should not be used to manage a child's behaviour. In exceptional circumstances, where it is in the child's best interests, there may be a need for a temporary part time timetable to meet individual needs. For example, where a medical condition prevents a child from attending full time education and a part-time timetable is considered as part of a re-integration package. Medical needs may include significant mental health needs such as severe anxiety, eating disorders, post-traumatic stress disorder (PTSED) and severe depression or other mood disorders. Wherever possible, medical evidence should support the use of part time timetables. However, where this is not possible, e.g. while waiting for referral to CAMHs, this should not prevent the use of a part time timetable if the academy and parents agree it is in the best interests of the child.
- 15.3.2. A part-time timetable must not be treated as a long-term solution. All part time timetables should be reviewed at least every two weeks. Any agreement must have a time limit by which point the child is expected to attend full-time or be provided with alternative provision. A maximum of six weeks of reduced or part-time timetable is advised unless there is medical evidence to warrant an extension.
- 15.3.3. The academy will ensure that the DSL has been consulted, a risk assessment carried out and suitable robust arrangements are in place to ensure the ongoing safeguarding of any child on a part time timetable.
- 15.3.4. Due to the exceptional nature of part time timetables, guidance on their use should be sought from the academy's Education Director or from OAT's Inclusion Team. Data on the use of part time timetables is reviewed at the academy's Strategic Progress Boards and at Local Governing Body meetings.

16. Adapting sanctions for children with SEND

- 16.1. When considering a behavioural sanction for a child with SEND, the academy will consider:
 - Whether the child was unable to understand the rule or instruction
 - Whether the child was unable to act differently at the time because of their SEND
 - Whether the child is likely to behave aggressively due to their SEND
- 16.2. If the answer to any of these questions is yes, the academy must ensure that reasonable adjustments to the behaviour policy have been put in place to support the child fully.
- 16.3. Any adaptations to sanctions because of a child's SEND will be recorded on their SEND profile and clearly communicated to staff, parents and child.

- 16.4. If a sanction is applied to a child with SEND but their behaviour continues to fall short of academy expectations, a review of the child's needs and current support should be undertaken as a next step, rather than giving them an immediate further sanction or increase to the level of sanction.
- 16.5. If required, further advice and guidance will be sought from the academy's SENCO.

17. Reasonable force

- 17.1. Reasonable force covers a range of interventions that involve physical contact with children. Incidents of reasonable force will:
- Always be used as a last resort when all appropriate de-escalation techniques have failed
 - Be applied using the minimum amount of force and for the minimum amount of time possible
 - Be used in a way that maintains the safety and dignity of all concerned
 - Never be used as a form of punishment
 - Be recorded and reported to parents (see appendix 3 for a behaviour log)
- 17.2. All members of staff have a duty to use reasonable force, in the following circumstances, to prevent a child from:
- Causing disorder
 - Hurting themselves or others
 - Damaging property
 - Committing an offence
- 17.3. When considering using reasonable force, staff should, in considering the risks, carefully recognise any specific vulnerabilities of the child, including SEND, mental health needs or medical conditions.
- 17.4. Wherever possible positive handling/use of reasonable force will be carried out by trained staff who are competent in the use of a recognised behaviour management system (e.g., Team Teach).

18. Restraint / Positive handling plans

- 18.1. Where a child's behaviour could present a significant risk of injury to themselves, other people, or property the academy will complete a risk assessment and determine if an individual child requires a positive handling plan to be put in place.
- 18.2. These plans will be developed in the child's best interests and agreed by staff, parents and the child concerned wherever possible. They will be reviewed at least termly or when the needs of the child change.
- 18.3. The plan will document situations that may trigger challenging behaviour and any successful preventative strategies. The plan will also document how physical intervention should be used appropriately.

19. Recording, reporting and responding to incidents of restraint/positive handling/use of reasonable force

- 19.1. All incidents of positive handling/restraint must be notified to the safeguarding team using the 'Restraint Notification Form' on OAT.net. In addition, the 'Restraint Record Form' must be completed on OAT.net and also uploaded onto CPOMs into the child's record. This must be completed as soon as is practicable, and within 24 hours of an incident taking place, by all those involved.
- 19.2. Parents will be informed on the same day as the incident and invited into the academy to discuss the incident as soon as practicable.
- 19.3. A written review of the incident must be conducted by the principal and DSL and recorded on CPOMs within 5 working days and any positive handling plan updated as appropriate.

20. Behaviour outside of academy premises

- 20.1. The academy can sanction children for misbehaviour outside of the academy premises to such an extent as is reasonable. Conduct outside the academy premises, including online conduct, that might result in a sanction includes misbehaviour:
 - when taking part in any academy-organised or academy-related activity
 - when travelling to or from the academy
 - when wearing academy uniform
 - when in some other way identifiable as a child at the school
 - that could have repercussions for the orderly and safe running of the academy
 - that poses a threat to another child
 - that could adversely affect the reputation of the academy
- 20.2. The decision to sanction a child will be lawful if it is made on the academy premises or elsewhere at a time when the child is under the control or charge of a member of staff of the academy.
- 20.3. When non-criminal poor behaviour and bullying occurs off the academy premises or online and is witnessed by a staff member or reported to the academy, the academy will:

OSWB will :

- gather information and evidence
 - take witness statements including from the alleged perpetrator
 - inform parents of the incident
 - inform any relevant services/agencies e.g. children's services, youth offending team]
- 20.4. Following confirmed misbehaviour outside of academy premises, the academy may impose the appropriate sanction according to the graduated approach detailed in section 13.6

21. Searching, screening and confiscation

- 21.1. Searching, screening and confiscation will be conducted in line with the DfE's [latest guidance on searching, screening and confiscation](#) and OAT's Searching, Screening and Confiscation Policy.
- 21.2. Principals and the staff they authorise have a statutory power to search a child or their possessions where they have reasonable grounds to suspect that the child may have a banned item.
- 21.3. These banned items are:
- knives and weapons
 - alcohol
 - illegal drugs
 - stolen items
 - 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 of; any person (including the child).
 - tobacco and cigarette papers
 - e-cigarettes or vapes
 - fireworks
 - pornographic images
 - weapons
- 21.4. As long as it is reasonable in the circumstances, academy staff are permitted by law to take temporary possession of any suspected illegal substance or prohibited item.

22. Suspected criminal behaviour

- 22.1. If a child is suspected of criminal behaviour, the academy will make an initial assessment of whether to report the incident to the police.
- 22.2. When establishing the facts, the academy will endeavour to preserve any relevant evidence to hand over to the police.
- 22.3. If a decision is made to report the matter to the police, the DSL or DDSL will make the report.
- 22.4. The academy will not interfere with any police action taken. However, the academy may continue to follow its own investigation procedure and enforce sanctions, as long as it does not conflict with police action.
- 22.5. If a report to the police is made, the DSL will make a tandem report to children's social care, if appropriate. All investigations, decisions, actions and rationale behind decisions and actions must be recorded on CPOMs.

23. Child on child abuse sexual violence and sexual harassment

- 23.1. Sexual violence and sexual harassment are never acceptable, will not be tolerated and children whose behaviour falls below expectations will be sanctioned.
- 23.2. The academy will never normalise sexually abusive language or behaviour by treating it as 'banter', an inevitable fact of life or an expected part of growing up. All staff must challenge all inappropriate language and behaviour between children and ensure respectful relationships and high standards of conduct between staff and children at all times.
- 23.3. Following any report of child-on-child sexual violence or sexual harassment offline or online, the academy will follow the safeguarding principles set out in [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education) (KCSIE) - especially Part 5. The designated safeguarding lead (or deputy) will advise on the academy's initial response. Each incident will be considered on a case-by-case basis and sanctions may be applied whilst other investigations by the police and/or children's social care are ongoing.
- 23.4. All victims will be reassured they will be supported, kept safe, and are being taken seriously, regardless of how long it has taken them to come forward. Abuse that occurs online or outside of the academy will not be downplayed and will be treated equally seriously. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report or their experience minimised.

24. Behaviour incidents online

- 24.1. The academy expects the same standards of behaviour online as offline: everyone should be treated with kindness, respect and dignity. Inappropriate online behaviour including bullying, the use of inappropriate language, the soliciting and sharing of nude or semi-nude images and videos and sexual harassment will be addressed in accordance with the same principles as offline behaviour.
- 24.2. When an incident involves nude or semi-nude images and/or videos, staff should refer the incident to the DSL (or deputy).

25. Malicious allegations

- 25.1. Where a child makes an allegation against a member of staff and that allegation is shown to have been deliberately invented or malicious, the academy will consider whether to discipline the child in accordance with this policy.
- 25.2. Where a child makes an allegation of sexual violence or sexual harassment against another child and that allegation is shown to have been deliberately invented or malicious, the academy will consider whether to discipline the child in accordance with this policy.
- 25.3. In all cases where an allegation is determined to be unsubstantiated, unfounded, false or malicious, the academy (in collaboration with the local authority designated officer (LADO) and OAT's

safeguarding team, where relevant) will consider whether the child who made the allegation is in need of help. If so, a referral to children's social care may be appropriate.

25.4. The academy will also consider the pastoral needs of staff and children accused of misconduct.

25.5. Further guidance on responding to allegations of abuse against staff can be found in [here](#)

26. Mobile phones

26.1. At OSWB Academy mobile phones are not allowed to be used during the academy day

26.2. Allowing access to a mobile in the academy introduces complexity and risks, including distraction, disruption, bullying and abuse, and can be a detriment to learning. For that reason, all mobile phones must be kept in children's bags at all times during the academy day. Failure to comply will result in confiscation. Failure to comply to the confiscation will result in a C4.

26.3. In exceptional circumstances, and to support individual children, a child may be permitted by the principal to use their mobile phone during the school day as a reasonable adjustment.

26.4. All children in the academy will be informed about the potential reasons for exceptional use as part of the behaviour induction process.

27. Transition

27.1. Inducting incoming children

27.1.1. The academy will support incoming children to meet behaviour standards by providing an age-appropriate induction process to familiarise them with the behaviour policy and the wider school culture. This will include any children who start at the academy mid-year.

27.2. Preparing outgoing children for transition

27.2.1. To ensure a smooth transition to the next year children will have transition sessions with their new schools and liaise with feeder schools will be appropriate to needs of individual, for example, safeguarding, SENDCO, LAC teacher etc.

27.2.2. To ensure behaviour is continually monitored and the right support is in place, information related to the behaviour issues of any child will be transferred to relevant staff at the start of the term or year.

28. Staff induction, development and support

28.1. As part of their induction process, staff at OSWB are provided with training on managing behaviour, including training on:

- The Equalities Act and preventing disability discrimination
- Harmful Sexualised Behaviours
- De-escalation techniques

- Restorative communication
- How child protection, safeguarding, SEND and mental health needs impact behaviour

28.2. Behaviour management will also form part of continuing professional development.

29. Monitoring and evaluating academy behaviour

29.1. The academy will collect data on the following:

- Behavioural incidents, including removal from the classroom
- Attendance, permanent exclusion and suspension
- Use of pupil support units, off-site directions and managed moves
- Incidents of searching, screening and confiscation
- Incidents of positive handling/reasonable force
- Anonymous surveys for staff, children, governors, trustees and other stakeholders on their perceptions and experiences of the academy behaviour culture

29.2. The data will be analysed every term by OSWB Academy Vice Principial. Data will be reviewed at the academy's Strategic Progress Boards and at Local Governing Body Meetings and this analysis will be used to support academies to be proactive in improving children's behaviour.

29.3. The data will be analysed from a variety of perspectives including:

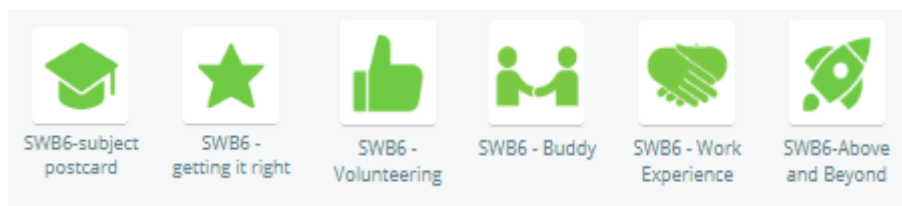
- At academy level
- By age group
- At the level of individual members of staff
- By time of day/week/term
- By protected characteristic

29.4. The academy will use the results of this analysis to make sure it is meeting its duties under the Equality Act 2010. If any trends or disparities between groups of children are identified by this analysis, the academy will review its policies and practice to tackle it.

30. SWB 6th

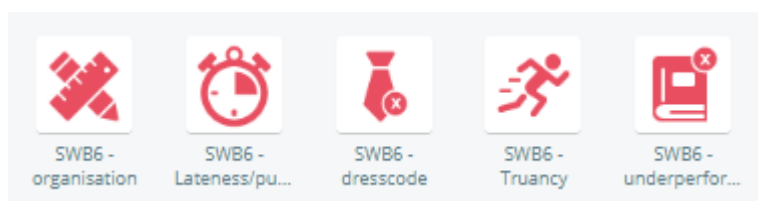
SWB6th Rewards:

We use the following rewards and sanctions for SWB6th students:



Year 12 and 13 students will also be offered Golden Tickets

SWB6th Sanctions:



Staff should log details to these sanctions on class charts so the team can see what is happening.

Organisation is the equivalent of the KS3 and 4 not having KO, Passport etc.

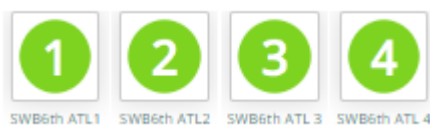
Lateness / Punctuality is the equivalent of the KS3 and 4 being late to lesson C1.

Dresscode should be reported to ensure all issues are logged so the team can support, the same with truancy which is equivalent to a c3 – a student should make up the lost learning by the staff member arranging this with the student.

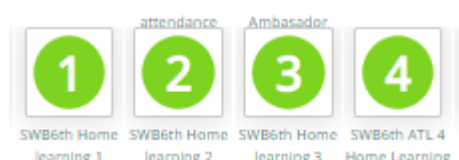
Underperformance is used to log a concern, usually after parents have been contacted – please add details to the log.

SWB6th ATL Tracking:

All staff should record how students have done in their lesson at the end for all SWB6th lessons, using these buttons:



All staff should record how students have done in their home learning for each piece set using these buttons (at least once per week):



For both of these, alignment with whole school ATL descriptors is key.

31. Children's Voice

- 31.1. Asking children about behaviour in the academy and the implementation of the behaviour policy is a regular feature of the academy's self-evaluation. The academy commits to listening to the voices of children and, in line with Article 12 of the [United Nations Convention on the Rights of the Child](#) (UNCRC), will provide an opportunity for all children to have a say in matters which affect them and to be involved in decisions that affect them, as far as is appropriate. At OSWB Academy children's views will be gathered through CORE lessons, student leadership council, survey monkey ,Head of Year half termly informal Q&A sessions.
- 31.2. Children's Voice is also expressed at a trust level through the National Student Voice (NSV) and the Student Inclusion Advisory Board (SIAB), which is a subcommittee of the NSV.

32. Complaints

- 32.1. Complaints regarding any aspects of the Behaviour Policy will be addressed under the OAT Complaints Policy.
- 32.2. Concerns about wrongdoing at OAT academies in relation to the behaviour policy, such as malpractice, mismanagement or breach of health and safety law or any other illegal or unethical act either on the part of management, the Governing Body or be fellow employees should be raised using the Whistleblowing Policy.
- 32.3. Appendix 1 - Template letters to parent/carers

Model letter 1

From the Principal, notifying parents of a suspension which brings the total school days of suspension to not more than 5 in one term, and where a public examination is not missed.

[Insert Date]

[Insert Name of Parents]

[Insert Address of Parents]

Dear [Insert Name of Parents]

Child's Name: [Insert Child's Full Name]

Date of Birth: [Insert Child's Date of Birth]

Year Group: [Insert Child's Year Group]

I am writing to inform you of my decision to suspend [insert child's name] for [specify period]. This means that he/she will not be allowed in the academy for this period. The suspension begins/began on [insert date] and ends on [insert date].

I realise that this suspension may well be upsetting for you and your family, but the decision to suspend [Insert child's name] has not been taken lightly. [Insert child's name] has been suspended for this fixed period in response to a [serious breach/continued breaches] of the academy's behaviour policy. [Insert child's name] has breached the behaviour policy by;

- [Insert reason for suspension]

As your child is of school age, have a duty to ensure that your child is not present in a public place during academy hours through the suspension period [insert specific dates] unless there is reasonable justification for this. Please be aware that any parent who fails to comply with this duty, without reasonable justification, commits an offence and may be given a fixed penalty notice or be prosecuted.

We will set work for [insert child's name] to be completed on the days specified in the previous paragraph [detail the arrangements for this – it can include on-line provision]. Please ensure that work set by the academy is completed and returned to us promptly for marking.

You have the right to make representations about this decision to the local governing body. If you wish to make representations please contact Mrs T Poulton at tpoulton@oswba.co.uk, as soon as possible. Whilst the local governing body has no power to direct reinstatement and is not required to arrange a meeting with you, it must consider any representations you make and may place a copy of their findings on your child's school record where it considers that appropriate.

You should also be aware that if you think the exclusion relates to a disability your child has, and you think disability discrimination has occurred, you have the right to a review, and/or make a claim, to the First Tier Tribunal (<http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/send/index.htm>). Alternatively, if you consider your child has been discriminated against on other Equality Act grounds you have the right to make a claim in the County Court. Making a claim would not affect your right to make representations to the governing body/management committee.

You and your child are requested to attend a reintegration meeting with me on [insert date] at [insert time]. The purpose of the reintegration meeting is to discuss how best [insert child's name]'s return to the academy can be managed.

You may request a copy of [Insert child's name] academy record. I will consider such request in accordance with the statutory principles of the Data Protection Act 2018 and the GDPR. There may be a charge for photocopying.

Further guidance and support on the suspension process can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

Impartial advice for parents can be found at:

▪ **SENDIAS**

Every local area has a SENDIAS service who provide information, advice and support to children and young people with SEND, including on exclusions. Every exclusion letter should include details of the local service which can also be found here <https://councilfordisabledchildren.org.uk/about-us-0/networks/informationadvice-and-support-services-network>

- **Coram's Child Law Advice** service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.
- **ACE education** run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.
- **Independent Provider of Special Education Advice** (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

Helpful information can also be provided [where considered relevant by the Headteacher: links to local services, such as Traveller Education Services or the Information Advice and Support Services Network].

This suspension expires on [insert date] and we expect [insert child's name] to be back in this academy on [insert date] at [insert time].

Yours sincerely

[Name]
Principal

cc.

[in cases where the child has a social worker]:

[name of child's social worker], Social Worker, [name of Local Authority]

[NB – the social worker must be also informed when any local governing body meeting is taking place and be informed that they can attend the meeting should they wish to do so]

[in cases where the child is a LAC]:

[name of VSH], VSH, [name of Local Authority]

[NB – the VSH must be informed when any local governing body meeting is taking place and be informed that they can attend the meeting should they wish to do so.

NB: The Local Authority must also be informed of the suspension and be provided with the information required in paragraphs 81– 83 of the statutory guidance.

Model Letter 2

From the Principal, notifying parents of a permanent exclusion.

[Insert Date]

[Insert Name of Parents]

[Insert Address of Parents]

Dear [Insert Name of Parents]

Child's Name: [Insert Child's Full Name]

Date of Birth: [Insert Child's Date of Birth]

Year Group: [Insert Child's Year Group]

I regret to inform you of my decision to permanently exclude [Insert child's name] with effect from [Insert child's name]. This means that [Insert child's name] will not be allowed back to this academy pending a meeting of the Local Governing Body's Committee.

I realise that this exclusion may well be upsetting for you and your family, but the decision to permanently exclude [Insert child's name] has not been taken lightly.

[Insert child's name] has been permanently excluded because:

- of [a serious breach]/[persistent breaches] of the academy's behaviour for learning policy; and
- where allowing [Insert child's name] to remain in the academy would seriously harm the education or welfare of your child or others in the academy.

As your child is of compulsory school age, you have a duty to ensure that [Insert child's name] is not present in a public place in school hours during the first 5 days of this permanent exclusion, that is on [specify exact dates] unless there is reasonable justification for this. Any parent who fails to comply with this duty, without reasonable justification, commits an offence and may be given a fixed penalty notice or be prosecuted.

Alternative arrangements for [Insert child's name]'s education to continue will be made. For the first five days of this permanent exclusion, we will set work for him/her and would ask you to ensure this work is completed and returned promptly to the academy for marking. From the 6th day of the exclusion onwards [specify exact date] the Local Authority in which you reside, will provide suitable full-time education. I have also today informed the Local Authority of your child's permanent exclusion and they will be in touch with you about arrangements for his/her education from the 6th school day of exclusion. You can contact them on [insert telephone number and name].

As this is a permanent exclusion the Local Governing Body (LGB) must meet to consider it. At the meeting you may make representations to the LGB if you wish and ask them to reinstate your child. The LGB have the power to reinstate your child immediately or from a specified date, or, alternatively, they have the power to uphold the permanent exclusion, in which case you may request an Independent Review Panel to review their decision. The

latest date on which the LGB can meet is [specify exact date — no later than 15 school days from the date the LGB is notified].

If you wish to make representations to the LGB and wish to be accompanied by a friend or representative, please contact Mrs Tina Poulton at Ormiston SWB Academy, Dudley Street, Bilston, WV14 0LN or tpoulton@oswba.co.uk as soon as possible. You will, whether you choose to make representations or not, be notified by the Clerk to the LGB of the time, date and location of the meeting. Please advise if you have a disability or special needs which would affect your ability to attend or take part in the meeting. Also, please inform Mrs Tina Polton if it would be helpful for you to have an interpreter present at the meeting.

Excluded children should be enabled and encouraged to participate at all stages of the exclusion process, taking into account their age and understanding. [outline specifically that the child may be involved in making representations and how they may be involved in doing so. If this is not relevant or appropriate you should state why e.g. the child's age and understanding precludes this].

Further guidance and support on the exclusion process can be found at:

<https://www.gov.uk/government/publications/school-exclusion>

Impartial advice for parents can be found at:

- **SENDIAS**

Every local area has a SENDIAS service who provide information, advice and support to children and young people with SEND, including on exclusions. Every exclusion letter should include details of the local service which can also be found here <https://councilfordisabledchildren.org.uk/about-us-0/networks/informationadvice-and-support-services-network>

- **Coram's Child Law Advice** service can be accessed through their website <https://childlawadvice.org.uk/information-pages/school-exclusion/> or contacted on 0300 330 5485 from Monday to Friday, 8am – 6pm.

- **ACE education** run a limited service and can be reached on 0300 0115 142 on Monday to Wednesday from 10am to 1pm during term time. Information can be found on the website: <http://www.ace-ed.org.uk/>.

- **Independent Provider of Special Education Advice** (known as IPSEA – www.ipsea.org.uk) is a registered charity. It offers free and independent information, advice and support to help get the right education for children and young people with all kinds of special educational needs (SEN) and disabilities.

Helpful information can also be provided [where considered relevant by the Headteacher: links to local services, such as Traveller Education Services or the Information Advice and Support Services Network].

Yours sincerely

[Name]

Principal

cc

The Chair of the Local Governing Body

[in cases where the child has a social worker]:

[name of child's social worker], Social Worker, [name of Local Authority]

[NB – the social worker must be also informed when any governing board meeting is taking place and be informed that they can attend the meeting should they wish to do so]

[in cases where the child is a LAC]:

[name of VSH], VSH, [name of Local Authority]

[NB – the VSH must be informed when any governing board meeting is taking place and be informed that they can attend the meeting should they wish to do so.

NB: The Local Authority must also be informed of the points listed in paragraphs 81 - 83 in the DfE Exclusion Guidance. The child's home Local Authority must also be advised (which may be different to the school's local authority).

Appendix 2 - Ormiston Academy Trust Reintegration Strategy

Reintegration should always follow a sanction. One of the purposes of a sanction is to improve behaviour by supporting children to understand and meet the behaviour expectations of the academy. The reintegration strategy should support the child to reengage as soon as possible in their mainstream education timetable.

The aim of the reintegration strategy is for the child to:

- Feel well supported to be able to succeed
- Understand the impact of their behaviour on themselves and others
- Meet the high expectations of behaviour in line with the academy's culture
- Foster a renewed sense of belonging within the academy community
- Build engagement with learning

Reintegration should occur whenever a sanction has been issued. For low level sanctions this may include:

- a quick restorative conversation with the relevant staff member
- a discussion with the child to explain what they did wrong and the impact of their actions
- a reminder of the behaviour expectations
- communication with parents

To support successful reintegration, there may also be a requirement for a formal recognition of behaviour expectations using a short-term behaviour report card or behaviour contract.

Reintegration following more serious sanctions, off site direction, suspension or rescinded permanent exclusion

The academy will arrange a reintegration meeting following serious sanctions e.g. repeated removal from classroom, off site direction, suspension or rescinded permanent exclusion. The meeting should always include the child and, wherever possible, parents, academy staff and any relevant agencies to agree a plan with personalised targets. The plan will also include:

- Reasons for the child's behaviour that led to the sanction

- Support that will be offered by the academy
- Signposting or referral to support available outside of the academy, if appropriate
- SEND assessment or support, if appropriate

The academy will always communicate the importance of both the child and their parents attending the meeting. However, where parents do not attend, the academy will not:

- Refuse to let the child return to the academy
- Extend the sanction within the academy by, for example, issuing an internal isolation period, or extending a suspension or off-site period if the academy cannot arrange a meeting time

If parents don't attend, the academy will provide them with a copy of the meeting notes and reintegration plan, as well as details of how they can access any support (for example, Early Help or counselling services).

Guidance on the reintegration meeting

All meetings should reflect individual contexts and consider the needs of the child. The child may not be able or ready to verbalise their feelings around the issues. If this is the case and a child presents as 'shutting down', the following could be considered:

- provide alternative means of communication e.g. writing, drawing
- ask the child if they would prefer to speak to a different adult
- outline clear expectations of behaviour and return to the wider issues at a later time or date

What questions might be asked during a reintegration meeting?

Understanding impact of behaviour on self and others (child)

- Have you reflected on what happened? What are your thoughts
- What were you thinking/feeling at the time?
- How did this make people feel/was anyone affected by your actions? In what way?
- What do you think now?
- What could we/you do to put things right?
- How might we/you do things differently in the future?
- How could you be supported to try to make sure that this doesn't happen again? [process to improve behaviour over time]

Understanding any additional needs of the child

- What do you find hard/tricky? [probe subjects, relationships, times of school day etc]
- What would help you?
- What strategies should you/staff use?
- What is working well?

Understanding the views of the parent/carer

- How are you supporting your child? What works/what is not working?
- What does your child do well? What makes you proud?
- What can we do to help?

Reflections from academy staff / other professionals

- What does the child do well? What works/what is not working?
- What could we offer the child to support improvements in behaviour?

What areas for development for the child might be considered?

Plans for teaching behaviour explicitly

- Practicing rules, routines, and expectations for in class behaviour
- Practicing rules, routines, and expectations for out of class behaviour
- Developing respectful relationships with adults
- Developing calm and positive relationships with children
- Managing strong emotions

Motivation to succeed

- Areas of strength
- Areas of enjoyment
- Rewards
- Short, medium and long term goals

The following templates are examples which could be used to support the reintegration process. They should be adapted to suit the academy's context and the age and needs of the child.

Reintegration meeting following serious sanction(s)

Date of meeting		People present	
------------------------	--	-----------------------	--

Name of child		Name of parent/carers	
Date of birth		Contact details	
Year/class/form/tutor			

Child details

Is the child subject to a child protection plan?	Yes	No
Is the child a looked after or previously looked after child?	Yes	No
Is the child identified as having SEND?	Yes	No
Does the child have an education, health and care (EHC) plan?	Yes	No

In relation to the incident: understanding impact of behaviour on self and others

Child:	Others:

What should have happened?

--

What behaviour support is needed?

Area of support	Delivery

What other areas of assessment/support are needed? e.g. SEND, mental health

Area of support	Delivery

Child view / comments

What will help you to succeed?

Parent/carers view / comments (if in attendance)

--

Use of behaviour report card/contract etc? (provide brief details)

Date of next review meeting	
Signed (child)	
Signed (parent/carers)	
Signed (staff)	

**Reintegration meeting following suspension, off site direction or rescinded permanent exclusion:
Staff and parent / carer**

Date of meeting		People present	
------------------------	--	-----------------------	--

Name of child		Name of parent/carers	
Date of birth		Contact details	
Year/class/form/tutor			

Child details			
Is the child subject to a child protection plan?		Yes	No
Is the child a looked after or previously looked after child?		Yes	No
Is the child identified as having SEND?		Yes	No
Does the child have an education, health and care (EHC) plan?		Yes	No

In relation to the incident: understanding impact of behaviour on self and others	
Child:	Others:

What should have happened?

What behaviour support is needed?	
Area of support	Delivery

What other areas of assessment/support are needed? e.g. SEND, mental health	
Area of support	Delivery

Child view / comments
What will help you to succeed?
Parent/carers view / comments (if in attendance)