

WINIFRED HOLTBY ACADEMY



Behaviour Policy (Appendix 1)

July 2019 – July 2020

Policy Control Table			
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Author (Name & Job Title):	Mr Fernie (Vice-Principal) Mr Ziebeck (Assistant Principal)		
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Winifred Holtby Academy



Behaviour Policy – Appendix 1

Aspiration Achievement Respect

Vision:

The Academy provides a safe and welcoming environment that supports and encourages an ethos of

Aspiration. Achievement. Respect.

We will be the Academy of choice for pupils, parents, carers and staff through academic excellence. All pupils will make positive progress which will enable freedom of choice for their progression beyond the Academy. By working in partnership with parents, carers and the wider community we will ensure that pupils leave Winifred Holtby Academy as independent and resilient individuals.

We are determined to deliver continuous improvement by achieving excellence in all that we do. Our pupils will be proud of their outcomes, safe and confident in the knowledge that they are equipped with the skills required for life, future learning and employment.

We will embrace diversity through mutual respect for each other and an understanding of our differences. Pupils are expected to make an active, positive contribution to Academy life and beyond. Winifred Holtby Academy's positive reputation will ensure that we are a valued member of the community we serve.

'Achieving excellence in all that we do'

Introduction/Rationale:

1. Beyond the Academy gate

Parents/Carers are encouraged to report criminal behaviour, anti-social behaviour and serious bullying incidents that occur anywhere off the Academy premises which pose a threat to a member of the public or a pupil to the police as soon as possible.

Appropriate behaviour is expected of all our pupils beyond the Academy gate and applies to all of our pupils when:

- Taking part in any Academy-organised or Academy related activity
- Travelling to and from our Academy
- Wearing our Academy uniform or they are in some other way identifiable as a pupil at our Academy

Pupils will be held accountable beyond the Academy gate when they are still wearing the Academy uniform if their actions:

- Have repercussions that affect the orderly running of our Academy
- Pose a threat to another pupil(s) or member(s) of the public
- Could bring the reputation of the Academy into disrepute

2. Screening, Searching and Confiscation of Banned items

Please refer to the DfE guidance 'Screening, Searching and Confiscation. Advice for head teachers, staff and governing bodies'. In addition to the practice identified in the DfE guidance, Winifred Holtby Academy will also confiscate any item brought into the Academy with the intention of the item being sold or passed on to other pupils which, in the Principal's opinion will cause disruption to the Academy or be detrimental to Academy practice. The Principal must ensure the person carrying out the search is of the same sex as the pupil, and the search must be carried out in the presence of another adult also of the same sex as the pupil. Pupils cannot be required to remove any clothing other than outer garments. If pupil's possessions are searched this must also be done in the presence of another adult. The person carrying out the search is able to use such force as is reasonable in the circumstance for exercising that power.

3. Confiscation

Academy staff can seize any prohibited item found as a result of a search. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. The following items are banned from the Academy site. If found, items will be confiscated and a sanction may incur. Where necessary the police will be informed. Teachers have the legal right to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. (Education and Inspectors Act 2006 Section 91). Please inform the relevant House Team when any banned items are discovered.

This power also applies to all of our paid staff with a responsibility for Pupils. Please see (Section 89(5) of the Education and Inspectors Act 2006).

4. Banned items

These include:

Illegal drugs, any medicine which has not been prescribed to the pupil, tobacco, alcohol, fireworks, weapons (knives, firearms (including replicas) or any other item which is intended to be used as a weapon), stolen items, pornography, substances or items which may be harmful, detrimental to good order and discipline, contravene the policies of the Academy or which the Principal deems to be inappropriate. Unhealthy food items which do not comply with our Healthy Eating Policy such as fizzy drinks, energy drinks, unhealthy snacks and crisps which are not allowed on our Academy site (for further guidance please refer to the Academy's Healthy Eating Policy). Packed lunches should not contain large amounts of any of these items. (Please note: All Fizzy drinks will be disposed of)

These items will be confiscated and may be disposed of.

Pupils suspected of bringing a banned item onto our Academy site will be searched or screened by staff (Section 89 of the Education and Inspections Act 2006).

If a Pupil refuses to be screened or searched for banned items they will be refused entry on to the Academy site which the Academy has the legal right to do (Section 3 of the Health and Safety at Work etc. Act 1974). This is not classed as an exclusion but an unauthorised absence.

5. Detention

What the law allows (Section 91 of the Education and Inspectors Act 2006): Staff have a legal power to put Pupils (aged under 18) in detention. Where possible, we will still try to make contact with Parents/Carers by phone or text to let them know that we are keeping their child behind after the Academy day ends. We will give 24 hours' notice for any detention that lasts longer than 30 minutes.

6. Academy detentions:

30 minute detentions

As part of the Academy's partnership when working with Parents/Carers we believe that it is important to try and contact parent/carers for detentions that are on the same day. Same day detentions will last no longer than 30 minutes after the Academy day ends Unless prior arrangements have been made with parents/carers

1 hour detentions.

All 1 hour SLT detentions will be given with 24 hours' notice unless a pupil is on a contract and it can be agreed with parents that their child can complete a 1 hour SLT detention without 24 hours' notice. This must be confirmed by the parents signing the contract in the initial meeting.

Parent/ Carer consent is not required for detentions.

We will always act reasonably when imposing a detention as with any disciplinary penalty. In addition, when deciding the timing, we will consider whether suitable travel arrangements can be made by the Parent/Carer for their child.

With lunchtime detentions, we will allow reasonable time for the pupil to eat, drink and use the toilet.

7. Use of Reasonable Force

What is reasonable force?

- Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a pupil needs to be restrained to prevent violence or injury
- 'Reasonable in the circumstances' means using no more force than is needed.

Who can use reasonable force?

- All members of Academy staff have a legal power to use reasonable force
- This power applies to any member of staff at the school. It can also apply to people whom the Principal has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying pupils on an academy organised visit.

When can reasonable force be used?

- Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder
- Force is used for two main purposes – to control pupils or to restrain them. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. For Further information, please refer to DfE guidance 'Use of reasonable force'

8. Additional Parent information

On occasions where parents or carers wish to know more about the reasons behind a behaviour consequence or sanction being given to a pupil, we respectfully request that they contact the member of staff issuing the consequence or sanction in the first instance. Disagreement between a parent or carer and the academy relating to a consequence or sanction does not automatically mean that the sanction will be rescinded. The

law makes it very clear that the academy can issue sanctions, including detentions, without requesting the permission of parents and carers. More information can be found in (Behaviour and Discipline in schools January 2016) or (Section 91 of the Education and Inspectors Act 2006)

In order to ensure positive relationships between a pupil's home and the Academy, we expect all parents and carers to behave respectfully towards all members of Academy staff at all times. This includes telephone conversations, face-to-face meetings either within the Academy or during a home visit. The Governing Body of Winifred Holtby Academy Trust will not tolerate the use of physical or verbal violence in any form, including the use of foul and abusive language against our staff. We will not hesitate to contact the Police when it is necessary and legal action may be taken.

Additionally, in the interests of safeguarding, it is not permitted to record conversations using any form of mobile technology during meetings at the Academy unless express permission is granted by the Principal, the Safeguarding Officer or the Chair of Governors. If a member of the Academy suspects that a conversation is being recorded, they reserve the right to terminate the conversation immediately and inform the Principal, Safeguarding Officer or Chair of Governors.

9. Fixed Term Exclusion (C6)

The Government supports head teachers/ principals in using exclusion as a sanction where it is warranted. (DfE 'Exclusion from maintained schools, Academies and pupil referral units in England 2012) All decisions to exclude are only taken as a last resort. In order to maintain good order and authority in the academy, a student who receives a fixed term exclusion during the day, then they should, with their parent's/carers permission be sent off site as soon as possible ensuring that the parents/carers permission is recorded within sims using the communication log along with the time the pupil left the site. A follow-up phone call with parents will then be made by the house team/ member of SLT to ensure the pupil has returned home safely. This will also be recorded using the communication log.

10. Managed Moves

Outlined below is the protocol for our managed move programme. Parents and carers have to be in full agreement for their child to engage with a managed move before anything can be put into place.

Protocol for Managed Moves

- All managed moves will be agreed by Heads of House and the Vice Principal
- An initial meeting will take place between Winifred Holtby Academy, the host Academy and parents/carers including the pupil who will be placed on a managed move
- It will be made clear in this meeting that expectations will be the same in any school or Academy across the city
- Prior to the pupil starting the managed move, data regarding the pupil will be sent to the host school
- All parties involved will sign up to a minimum period of six weeks. The pupil must stay in the host school/Academy for this period and this must be supported by parents/ carers
- A review meeting or phone call will take place after two weeks and then four weeks and will be used to discuss progress made by the pupil and to identify any possible issues. Parents/carers will either be invited to these meetings or will be contacted by phone to discuss the outcome
- Data will be sent from the host school/Academy on a weekly basis tracking attendance, behaviour, rewards

and any arising issues

- The host school/Academy will supply a uniform for the pupil so they do not incur any costs
- At the end of the six weeks a decision will be made as to whether the managed move has been successful
- The initial six weeks can be extended if there are specific reasons for doing so. This will need to be agreed through all parties including parents/carers
- The period of time used for a managed move must not exceed 12 weeks

Please sign below to acknowledge and agree to the Managed Move protocol:

Signature of Pupil:	
Signature of Parent/Carer:	
Signature of Member of Staff: (Current School/Academy)	
Signature of Member of Staff: (Host School/Academy)	

11. Direction of Education

Directing a pupil off-site Where a pupil's behaviour is unacceptable or there are repeated instances of poor behaviour, the Governors may direct a pupil off-site to improve his or her behaviour. "Directing a pupil off-site" means to require the pupil to attend a site other than the normal school site to receive their education. The pupil remains on the school roll and the Governors remain responsible for the pupil. During any such placement the Governors will arrange for the pupil to continue their education in at least the minimum core subjects of English, maths and science. Where possible the Governors will make arrangements for the pupil to continue their full curriculum.

However, this will not always be possible depending on the nature and duration of the placement and the specific subjects the pupil may be studying. The Governing Body will provide parents/ carers with clear information relating to the expected length of the placement and how the placement will be reviewed. The Governing Body reserves the right to extend the placement following the initial period if a pupil's behaviour has not improved to an acceptable standard.

Alternative action may be considered by the Governors at this stage. The Governors/ Principal will normally consult with the pupil's parents or carers before directing a pupil off-site. Where the Governors direct a pupil off-site, the Governors/ Principal will provide to the parents/ carers or anyone with parental responsibility clear information on:

- a) the reasons for the placement,
- b) the objective(s) of the placement,
- c) the expected length of the placement,

d) the location of the placement, and

e) when and how the placement will be reviewed (reviews shall take place at least each 10 weeks)

This will be communicated at least 48 hours before the placement is due to start. If the pupil has a statement of special educational needs or EHCP the Governors will also inform the local authority. At the end of any placement the Governors will provide to the parents/ carers or anyone with parental responsibility clear information on:

a) the outcomes of the placement,

b) an assessment of any change in the pupil's behaviour,

c) where appropriate having regard to the duration of the placement a report on the pupil's academic progress during the placement, and

d) where the pupil will be reintegrated into the main school site a plan for the reintegration including when the pupil must return to school, details of any phased return and details of any additional support that will be provided to the pupil.

For the avoidance of doubt any off-site placements are at the discretion of the Governors. The Governors may use any other powers at any time to address issues with a pupil's behaviour.

12. Permanent Exclusion

A decision to exclude a pupil permanently should only be taken:

- In response to serious or persistent breaches of the Academy behaviour policy; and
- Where allowing the pupil to remain in the Academy would seriously harm the education or welfare of the pupils or others in the Academy. (DfE 'Exclusion from maintained schools, Academies and pupil referral units in England 2012).

The Principal will make the judgement, in exceptional circumstances, where it is appropriate to permanently exclude a pupil for a first or 'one-off' offence. These offences might include:

Serious actual or threatened physical assault against another pupil or a member of staff, sexual abuse or assault, supplying an illegal drug, possession of an illegal drug with intent to supply, possession of drug paraphernalia, carrying an offensive weapon, making a malicious serious false allegation against a member of staff, potentially placing members of the public in significant danger or at risk of significant harm.

These instances are not exhaustive, but indicate the severity of such offences and the fact that such behaviour can affect the discipline and well-being of the Academy community. The Principal will make all decisions about permanent exclusions.

Policy to be reviewed annually