



Policy

Policy title:	Behaviour Policy
Function:	For information and guidance about the management of behaviour at The Blue Coat School. This document form part of the portfolio of polices designed to inform students and parents
Status:	Approved
Statutory guidance:	<p>Education and Inspection Act 2006</p> <p>Equality Act 2010</p> <p>DFE: Behaviour and Discipline in Schools (January 2016)</p> <p>DFE: Exclusions from Maintained School, Academies and pupil Referral Units (September 2017)</p> <p>DFE: Searching, Screening and Confiscation (February 2014)</p> <p>DFE: Use of Reasonable Force (July 2013)</p> <p>DFE: Preventing and Tackling Bullying (July 2017)</p>
Audience:	Students, Parents, Staff, Leaders, Governors, Local authority, General public
Ownership:	Governing body/Headteacher/Deputy headteacher (PDBW)
Last reviewed:	January 2018
Reviewed by:	Full governing body
Next review:	Every year – January 2019

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Aims and objectives

- 1 In line with the Education and Inspection Act (2006), this policy sets out the Blue Coat School's arrangements to promote good behaviour, self-discipline and respect and to prevent bullying.
- 2 This policy is intended to ensure The Blue Coat School's expectations about behaviour and conduct are clear to all staff, students and parents and implemented consistently.
- 3 This policy supports the schools aims to ensure its expectations about behaviour and conduct are fully understood by, and shared with students and parents.

Roles and responsibilities

- 4 The governing body will:
 - set out a written statement of principles on which this policy will be based (Annex A).
 - ensure that this policy meets current statutory requirements and is renewed annually.
- 5 The Headteacher will ensure that:
 - the school complies with legislation and statutory requirements and that they are appropriately described in this policy
 - strategies, procedures and practices outlined in this policy are adhered to.
- 6 The Deputy Headteacher (PDBW) will:
 - support the Headteacher in ensuring that the strategies, procedures and practices outlined in this policy are adhered to
 - ensure that the procedures and practices are communicated to all students, parents and staff.
- 7 The Assistant Headteacher (BW) will ensure that the practices and procedures outlined in this policy are implemented within each key stage.
- 8 Key Stage Leaders will lead and manage the day to day implementation of this policy within their key stage.
- 9 Heads of Department will lead and manage the day to day implementation of this policy within their department.
- 10 Teachers will adhere to the procedures and practices outlined in this policy within their own classroom and in the wider school community.
- 11 All students will support the positive culture of the Blue Coat community by adhering to the school expectations.
- 12 Parents will support the Blue Coat community by promoting the positive behaviours outlined in this policy.

Procedures and practices

General Principles

- 13 The Blue Coat School is committed to maintaining high standards of behaviour and conduct as defined by the Governing Body written statement of principles (Annex A).
- 14 The school will promote a positive ethos which fosters good relationships, mutual respect and discipline between students and between staff and students.
- 15 The school will implement and use the behaviour policy without discrimination or prejudice.
- 16 The school will endeavour to adopt a consistent approach to behaviour management that supports all students.
- 17 In line with the Equality Act (2010), The Blue Coat School recognises its responsibilities in disciplining and safeguarding the welfare of students with special educational needs and will consider reasonable adjustments where appropriate.
- 18 The school will always consider if misbehaviour of a student might indicate that a student is suffering significant harm or might be the result of unmet educational or other needs. In such circumstance the school will follow its safeguarding policy or special educational needs policy.

What are the school expectations?

- 19 The school expects every student to be polite, kind and supportive of others.
- 20 The school expects students to follow reasonable instructions given by staff in line with the DFE Behaviour & Discipline in Schools (January 2016).
- 21 Further information on the school expectations of behaviour are outlined in the school's expectations document published on the school website (Annex B).
- 22 In addition to the expectations found in Annex B, the school explicitly prohibits students from:
 - bringing alcohol onto the school site
 - drinking alcohol on the school site
 - entering a licensed premises whilst identifiable as a Blue Coat student
 - drinking alcohol in a licensed premises whilst identifiable as a Blue Coat student
 - bringing any illegal substances onto the school site
 - using any illegal substances on the school site
 - partaking in gambling on the school site
 - partaking in gambling whilst identifiable as a Blue Coat student
- 23 The Blue Coat School expects students to maintain the same high standards of behaviour when:
 - travelling to and from school
 - whilst wearing school uniform or whilst identifiable as a Blue Coat student
 - whilst taking part in any school-organised or school-related activity
- 24 The school behaviour framework (Annex C) will guide staff when dealing with incidents where student behaviour has not met the expectations of the school.

What are staff authorised to do?

- 25 All Blue Coat staff are expected to support the positive ethos of mutual respect, good relationships and discipline between students and staff at the school.
- 26 Staff will use the school's published expectations and the school behaviour framework to guide them about how to manage situations where behaviour and discipline falls below the school expectations (Annex B).
- 27 As outlined in the Education and Inspections Act (2006), all staff have the statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow reasonable instructions.
- 28 In line with the Education and Inspection Act (2006) Blue Coat staff may:
 - discipline students in school, on school trips or elsewhere if under the charge of the member of staff
 - discipline students when misbehaviour occurs outside of school
 - use detentions outside school hours
 - confiscate student property.
- 29 As set out in Behaviour and Discipline in Schools (January 2016), staff may retain or confiscate student property if they are in breach of the school rules so long as it is reasonable in the circumstances.
- 30 The school will normally return student property by 3.30pm on the same day unless it is more appropriate to release the property to the student's parents.
- 31 As defined by DFE Searching guidance (February 2014), where deemed appropriate by the Headteacher, school staff may be authorised to search a student with their consent.
- 32 As set out in the DFE Searching guidance (February 2014) and where it is necessary to safeguard other students, school staff have the power to search any student without consent for "prohibited items" (Annex D).
- 33 As defined by DFE guidance Preventing and Tackling Bullying (July 2017), if there is good reason to do so, the Headteacher may authorise a member of staff to examine student's data or files in relation to an investigation of cyber-bullying.
- 34 As set out in DFE guidance Use of Reasonable force (July 2013), where necessary all members of school staff are permitted to consider the use reasonable force if it is necessary to:
 - prevent injury
 - prevent students breaking the law
 - prevent damage to property
 - prevent disorder in the school.

Promoting a positive culture

- 35 The Blue Coat school believes in the importance of recognising and rewarding student achievements and contributions to school life.
- 36 The framework for this recognition covers four main areas:
- behaviour and conduct
 - attendance and punctuality
 - academic achievement and progress
 - wider achievements
- 37 Students will be recognised and rewarded regularly for achievements within the four categories
This recognition could include the following:
- receiving certificates
 - recognition in year group assemblies
 - prizes
 - awards at celebration assemblies
- 38 The rewards received by individual students within the four categories will serve as points gained for their House in school House Points System.

Preventing a negative culture

- 39 If a student breaks a school rule or fails to follow a reasonable instruction, staff will consider the use of an appropriate sanction.
- 40 The Blue Coat School's range of sanctions is outlined in the school behaviour framework (Annex C).
- 41 In line with Behaviour and Discipline in Schools DFE (January 2016), the Blue Coat school will ensure:
- the decision to sanction a student will be made by a paid member of staff or a member of staff authorised by the Headteacher
 - the decision to sanction and the sanction itself will be made on the school premises
 - the sanction will not breach other legislation and it will be reasonable in all circumstances
- 42 As stated in the Education and Inspections Act (2006), The Blue Coat school may discipline students for misbehaviour outside the school premises to "such an extent as is reasonable".
- 43 The Blue Coat School will make use of detentions as part of the behaviour framework (Annex C).
This may include detentions:
- at break time
 - at lunchtime
 - after school
- 44 Whilst parental consent is not required to detain a student after school, the school will endeavour to inform parents in advance if their child is to be detained after school to serve a detention.
- 45 Sometimes the school will need to gather information about behaviour concerns. The school will always consider the impact this has on student learning.

- 46 Internal isolation may be issued as a sanction in line with the school's behaviour framework. Internal isolation will:
- only be authorised by a senior leader
 - be of a reasonable duration
 - require the student to work alone in an assigned room
 - require the student to be provided with meaningful work
 - give students appropriate time to eat, drink and use a toilet
 - be undertaken with appropriate staff supervision
- 47 Fixed term exclusion and permanent exclusion from school may be used as a sanction by the Headteacher.

Preventing Bullying

- 48 As defined by DfE Preventing and Tackling Bullying (July 2017), bullying is "behaviour by an individual or a group that is repeated over time with the aim to intentionally hurt another individual either physically or emotionally".
- 49 The Blue Coat school does not tolerate any kind of bullying. This includes bullying related to:
- appearance or physical/mental health conditions
 - special educational needs or disability
 - young carers, children in care or otherwise related to home circumstances
 - technology, known as online or cyberbullying
 - race, religion, nationality or culture
 - sexual orientation (homophobic bullying)
 - sexist, sexual and transphobic.
- 50 The Blue Coat school is committed to providing a respectful, disciplined environment where students are able to learn, flourish and fulfil their potential.
- 51 In order to pro-actively prevent bullying the Blue Coat School will:
- recognise that bullying can be perpetrated or experienced by any member of the student body
 - openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality or appearance related difference
 - take proactive measures to advance the equality of opportunity between students who share a protected characteristic and those who do not
 - challenge any behaviour and language which does not uphold the values of tolerance, non-discrimination and respect towards others
 - encourage students to use technology, especially mobile phones and social media positively and responsibly
 - regularly evaluate and update approaches to take account of developments in technology
 - operate an early intervention approach to set clear expectations and prevent negative behaviours
 - make it easy for pupils to report bullying so that they are assured incidents are acted upon.
- 52 Anti-bullying and the promotion of respect and tolerance is a focus in all aspects of school life but more overtly addressed and delivered through:
- the personal development curriculum
 - school assembly themes

- form tutor activities
- signposting students to relevant literature and guidance.

Exclusions from school

- 53 Only the Headteacher can make the decision to exclude a student and this will only be on disciplinary grounds.
- 54 The Headteacher's decision to exclude a student will be rationale, reasonable, fair and proportionate.
- 55 In line with DFE Exclusions from maintained schools, academies and pupil referral units in England (September 2017), a student may be excluded for one or more fixed periods (up to a maximum of 45 school days in a single academic year), or permanently.
- 56 The Blue Coat school will provide alternative provision for the education of a student if the fixed term exclusion exceeds 5 school days.
- 57 The public sector equality duties will be adhered to when taking a decision to exclude a Blue Coat student.
- 58 The Headteacher will consider reasonable adjustments related to SEND students whilst administering the exclusion process.
- 59 The Headteacher may exclude when incidents:
- occur both in and out of the school
 - have a negative effect on the reputation of The Blue Coat School.
- 60 The Headteacher will inform the parents of the decision to exclude their child as soon as possible and give them information about the type of exclusion and the reason for it.
- 61 When a student is excluded parents will be given the following information in writing:
- the reasons for the exclusion
 - the length of the exclusion
 - when relevant, what alternative provision will be provided from the sixth day of a fixed-period exclusion
 - the parents' right to appeal the exclusion to the governing body and how they should go about doing this.
- 62 The Blue Coat School will provide work for the student for the first 5 school days.
- 63 The Headteacher's decision to exclude a student permanently will only be in response to:
- a persistent failure to comply with the school's expectations of behaviour
 - a serious breach or persistent breaches of the school's behaviour policy
 - where allowing the pupil to remain in school would seriously jeopardise the education or welfare of the pupil or others in the school.

Supporting Students

- 64 The school is committed to offering all students access to support and guidance in managing their own behaviour where it is appropriate and necessary.
- 65 This support may include the following:
- one to one guidance from form tutors or key stage leaders
 - regular individual support from the Learning Support department
 - bespoke short term target setting to address specific behaviours led by key stage leaders
 - short term period on daily monitoring of positive behaviours led by key stage leaders
- 66 The school will engage and involve parents to work in partnership to support students.
- 67 When a student is consistently demonstrating behaviours that fall short of the school expectations the school may consider the use of a bespoke support plan. This Case Conference Support plan (Annex E) will include contributions from staff, students and parents and will set out agreed strategies to support the student in adopting more positive behaviours.
- 68 In instances where a student does not respond positively to the range of support outlined above and continues to fall short of the school's expectations, the school may engage the advice and guidance of outside agencies who may work with the school, parents and the student.

Monitoring, review and evaluation

- 69 The governing body will ensure that the procedures and practices of this policy are monitored, reviewed and evaluated through regular:
- visits to school by the Behaviour & Welfare lead governor
 - updates to the full governing body by the Behaviour & Welfare lead governor
 - scrutiny of behaviour reports.
- 70 Senior Leaders will monitor:
- school compliance with statutory guidance and legislation
 - the practices and procedures of middle leaders
 - the practices and procedures of all staff
 - the impact of the implementation of the policy on student behaviour and welfare.
- 71 Middle leaders will monitor and evaluate:
- the implementation of this policy within their teams
 - student behaviour and welfare in their area.

Annex A: Governors' statement of principles

The governing body has provided a statement of principles from which The Blue Coat School's behaviour policy has been based. The statement is found below.

The governing body will develop a culture where:

- school leaders and staff are equipped with the knowledge, understanding and skills to promote high expectations
- all school staff model exceptional standards of behaviour to the students
- the school provides clear guidance to students and parents about the behavioural expectations of the school
- all students contribute to a positive and supportive environment
- all students are consistently challenged and supported to live up to the school expectations

Annex B: School Expectations

Attendance	Appearance	Conduct	Safety	Property
<p>Full time attendance and presence at all registration periods and timetabled lessons is required.</p> <p>Students must be punctual for all parts of the School day. If students are late for school, they must report to the School office to sign in late. A lunchtime detention will be issued. Arrival after 9.15am will be classed as an absence and a note will be required.</p> <p>Sixth Form students are permitted to leave the School premises once a day from 12:30pm onwards, provided this is during lunchtime or a free period. All students leaving the School premises MUST sign out.</p> <p>Absence must be reported to the school office by parents before 9.30am on the first day of absence. Parents must also explain the absence by phoning or emailing the School office or using the tear-out slips in the student planner.</p> <p>Pre-arranged appointments must be notified to the School by parents in writing using the Request for Absence form available on the School website. The School requests that all appointments are arranged outside of the school day, where possible and that evidence is provided. Students in years 7-11 must be collected by a parent from the school office.</p> <p>For illness or accident, students must in the first instance go to the school office. No student can go home without permission from a Key Stage Leader or senior staff. Subject to authorisation by parents, they may then leave school.</p>	<p>School uniform is compulsory for all students. This includes your journey to and from school.</p> <p>All items of uniform and PE kit must be clearly marked with your name.</p> <p>Shirts or blouses should be tucked inside trousers or skirts. Top buttons must be fastened and ties worn neatly.</p> <p>Skirts must be no shorter than knee length.</p> <p>Sixth form students only are permitted to wear a single stud in each ear.</p> <p>Jewellery is not permitted for students in years 7-11.</p> <p>Make-up is not permitted. Nail polish must be a neutral colour.</p> <p>Hair must be of natural colour, clean, neat and tidy. Long hair must be tied back.</p> <p>Boys with facial hair are expected to keep it short and neat.</p> <p>The School reserves the right to make individual decisions about the suitability of a student's appearance and uniform whilst in School and will advise parents if necessary. Sixth form students may be sent home to change.</p>	<p>Students are expected to refrain from rudeness, fighting, aggression, or any form of violence. Students are expected to be polite, kind and supportive of others.</p> <p>Students are expected to respect others' privacy. Students must never open another student's locker or bag.</p> <p>Gambling of any kind is not permitted.</p> <p>Students are expected to follow reasonable instructions given by school staff or prefects.</p> <p>Students are expected to keep the school clean, tidy and free of litter and chewing gum.</p> <p>Students are expected to have positive attitudes to learning and classroom work and submit homework on time.</p> <p>Students are expected to take great care of all books and planners.</p>	<p>Students are expected to keep themselves and others safe. They should never be in possession of offensive weapons, smoking materials, drugs or alcohol.</p> <p>Students must not enter licensed premises whilst identifiable as a Blue Coat student.</p> <p>Students must not activate the fire alarm without good and clear reason. Students are expected to be vigilant for safety.</p> <p>Students are expected to contribute to an orderly, calm and safe school environment. Students must not run on corridors.</p> <p>Students are expected to keep themselves and others safe when using ICT equipment.</p>	<p>Expensive items (e.g. mobile phones, musical instruments or bicycles) should be covered by parents' insurance and clearly marked with the student's name.</p> <p>Bicycles must be stored in the bike racks provided by the School.</p> <p>Valuables should be handed to PE teachers before PE lessons.</p> <p>Non-essential valuables should not be brought to school. The School cannot be responsible for them.</p> <p>Loss of personal valuables should be reported to the school office as soon as possible.</p> <p>All mobile phones must be switched off during the school day, including during break and lunchtime. Mobile phones may be confiscated if they are used without explicit staff permission and supervision during the school day and students will need to collect them from the school office at the end of the day.</p>

Annex C: School Behaviour Framework

1 Point	Likely consequences
Late to lesson	Class teacher/subject intervention
Failure to bring equipment	
Failure to complete homework	
Failure to complete work set	
Disruptive behaviour	
Misuse of the internet	
Failure to have planner signed	Parents being contacted by form tutor if repeated
Incorrect uniform / jewellery	
Late to form	
Late to school	Lates detention
3 points	Likely consequences
Failure to comply with class teacher intervention	HoD intervention and parents contacted
Severe disruption to lesson	
Verbal abuse of another student	Considered on a case by case basis but likely to include one or more of the following: <i>KSL detention/ SLT detention /internal exclusion /parent meeting</i>
Unacceptable behaviour	
Bullying – verbal, cyber or physical	
Damage to property	
Failure to sign in/out	
Internal truancy	
Break / lunchtime incident	
Misuse of IT	
Unauthorised use of mobile phone	
Rudeness/ defiance	
Persistent lateness to school	
Failure to attend lates detention	
Refusal to follow instructions	
5 Points	Likely consequences
Alcohol / drug misuse	Considered on a case by case basis but likely to include one or more of the following: <i>KSL detention / SLT detention / parent meeting / internal exclusion / fixed term exclusion</i>
Theft	
Homophobic incident	
Racist incident	
Verbal abuse of staff	
Smoking	
Fighting	
Unacceptable behaviour	
External truancy	
Failure to attend SLT detention	
Failure to comply with HoD intervention	
Failure to attend KSL detention	
Persistent refusal to follow instructions	
Malicious accusation against staff	
Cumulative points	Further intervention
4 - 6 points per fortnight	You will be spoken to by your form tutor
7 -14 points per fortnight	Your Key Stage Leader will be in touch with your parents for a meeting
15+ points per fortnight	The Assistant Headteacher will be in touch with your parents for a meeting

Annex D: List of prohibited items (Education Act 1996)

Staff have the power to search for the following items without consent:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property; and
- any item banned by the school rules which has been identified in the school rules as an item which may be searched for

Annex E: Case Conference Support Plan:

Name of student:	
Tutor Group:	
Today's Date:	
Reason for Support Plan: eg; behaviour/vulnerability	
Staff Lead:	
Brief summary of discussion /plan:	
Staff involved/responsibility:	
Parental involvement:	
Next steps:	
Review date:	