

## BEHAVIOUR MANAGEMENT POLICY

### INTRODUCTION

Westbrook Hay Prep School aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners. We develop qualities of team-work and leadership through our programme of extra-curricular activities.

Westbrook Hay Prep School is an inclusive community. We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his/her place in the modern world. This policy applies to the whole school including the Early Years Foundation Stage.

At Westbrook Hay Prep School we promote and reward good behaviour effort points, and Alphas and Betas.

Westbrook Hay Prep School's staff will not threaten or use any form of corporal punishment when setting out its sanctions for poor behaviour amongst pupils.

Within our Nursery/Early Years Foundation Setting (EYFS), our designated staff member responsible for behaviour management is Victoria Gibbs, Head of Lower School.

Westbrook Hay Prep School sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.

We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the School Rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at Westbrook Hay Prep School, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-Bullying Policy is on our website and in the Parent Handbook. The school is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, homophobia, special educational needs, disability or learning difficulty, or the fact that a child is adopted or is a carer.

Westbrook Hay Prep School takes its duties under the Equality Act 2010 seriously and makes appropriate reasonable adjustments for pupils with special educational needs/disabilities. We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's Attendance Policy. They should care for the buildings, equipment and furniture. We expect pupils to behave at all times in a manner that reflects the best interests of the whole community.

Westbrook Hay Prep School reserves the right to take disciplinary action against pupils who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed below up to and including suspension/exclusion.

## **INVOLVEMENT OF PARENTS AND GUARDIANS**

Parents and Guardians who accept a place for their child at Westbrook Hay Prep School undertake to uphold the school's policies and regulations, including this policy, when they sign the Parent Contract. They will support the school's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, extra-curricular activities and homework/private study.

We are always happy to consider suggestions from parents and hope that you find the school responsive and open-minded. The school has a number of support systems in place to meet the needs of all pupils. In the event of any behaviour management issue the school will liaise closely with parents and, if relevant, other support agencies.

### **Unexplained Absences**

We will always telephone parents on the first day of an unexplained absence in order to make sure that your child has not suffered an accident. Please note that it is usually the policy not to allow holiday to be taken during term unless in exceptional circumstances. And in any event the Headmaster / School's permission should be sought.

## **INVOLVEMENT OF PUPILS**

Our experience shows that the ethos of and respect for the school is enhanced by listening to our pupils and by encouraging constructive suggestions from them, in assemblies, and during form time, Personal, Social, Health & Economic Education & Citizenship (PSHCEE) lessons, project work, drama activities, stories and literature and via the School Council, which meets regularly.

We work closely with all pupils as they transition through the school, from the day they start at the school to the day they leave.

### **Support for Pupils**

Where a child, for whatever reason requires support for their behaviour, in the first instance the Form teacher will work with the child to devise strategies to help them. Sometimes, this will involve parents at this early stage. If required, a plan to support and improve behaviour will be agreed by all teacher, pupil and parents. Where required, parents will be directed to a suitable agency, to support them and their child, in co-operation with the school.

Knowledge of the child is shared as they progress through the school, including agreed strategies and where required, a structured transition plan is put in place.

Westbrook Hay endeavours to maintain an ordered, structured environment in which all pupils can achieve its promoted aims of happiness, confidence and success. Our School Rules are based on common sense, care and consideration for others and personal safety, and the highest standards of behaviour and dress are expected.

### General School Rules:

#### Our children are:

**R**espectful of others and their property, and treat each other as they would wish to be treated;

**E**xamples of honesty and good behaviour, and of kindness towards others;

**S**afety-conscious, take care of themselves and others, and never bring anything that could cause harm into school;

**P**unctual, and don't waste time or misbehave between lessons;

**E**nvironmentally aware, and care for the school buildings and grounds;

**C**redits to the school when away on trips, visits or matches;

**T**idy and presentable, and wear the correct school uniform;

**F**ollowers of the rules of the school;

**U**nderstanding of the needs of others;

**L**earners, and do all they can to help others to learn.

#### In Lower School our children learn:

**I** am gentle and kind;

**I** look after my equipment and the school;

**I** listen and follow instructions;

**I** work hard and allow others to work hard;

**I** walk around the school;

**I** am honest.

#### Breaches of School Rules which merit exclusion or expulsion.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion is on the reverse.

#### Examples of behaviour that merit exclusion or expulsion.

- Physical assault against pupils or adults;
- Verbal abuse/threatening behaviour against pupils or adults;
- Bullying;
- Abuse on grounds of race, religion/ belief, disability, Special Education Needs etc;
- Sexual misconduct;

- Drug and alcohol misuse;
- Damage to property;
- Theft;
- Persistent disruptive behaviour;
- Unreasonable or otherwise inappropriate parental behaviour.

Please note that exclusion may also be imposed by the school as a sanction for a series of minor misdemeanours.

### Recording Incidents

Incidents should be recorded by the members of staff who deal with them on our SchoolBase system in the Day Book. Serious incidents are brought to the Heads of Lower, Middle and Upper School to be recorded by them, and these are also reported to the Head.

Our aim is to reward and encourage good behaviour. Sanctions help us to set boundaries and to manage challenging behaviour. Copies of the School Rules are set out above and on the school's website and in the Parent Handbook and may change from time to time. Parents and Guardians agree, when signing the Parent Contract that their child will comply with the School Rules and undertake to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

The school reserves the right to search pupils and their possessions without consent if there is justified cause to do so. Knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks and pornographic images can be searched for according to law along with 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. A search may also be undertaken for any item banned by School Rules which has been identified in the rules as an item which may be searched for.

The Headmaster or staff authorised by him may search a pupil, provided that the staff member is the same sex as the pupil being searched and there is another staff member as witness. The school may carry out a search of a pupil of the opposite sex to the staff member conducting the search and without a witness present but only where the school "reasonably believes that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is practical not to summon another member of staff" (*'Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies', DfE February 2014*).

The School Rules set out the school's policy on drugs and drugs testing.

The Headmaster for his part undertakes to apply any sanctions fairly, and, where appropriate, after due investigative action has taken place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at our school. Examples of sanctions include:

- Detention, during breaktime;
- Withdrawal of privileges;
- Confiscation of property that is being used inappropriately or without consideration;
- Withdrawal from a lesson, school trip or team event; or
- Suspension for a specified period, removal or exclusion.

## SERIOUS MISBEHAVIOUR

The school's policy on Discipline and Exclusions is set out in the Parent Handbook and on the school's website, and all parents and pupils should be aware of the more serious sanctions, including suspension and exclusion, that the Headmaster can impose for serious breaches of the School Rules, including but not limited to criminal behaviour. Examples of serious breaches of the School Rules which may result in serious sanctions include

- Drug abuse;
- Alcohol and tobacco abuse;
- Theft;
- Bullying;
- Physical assault/ threatening behaviour;
- Fighting;
- Sexual harassment;
- Racist or sexist abuse;
- Sexual misconduct;
- Damage to property;
- Persistent disruptive behaviour; or
- Parental behaviour.

Serious sanctions may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/ or warnings.

In applying sanctions, especially those with serious consequences, we undertake to take reasonable steps to avoid placing children with a disability at a disadvantage compared to children who are not disabled.

Westbrook Hay Prep School has a confidential central register of all sanctions imposed for serious misbehaviour. The entries on this register include the pupil's name and year group, the nature and date of the offence and the sanction imposed, together with any emailed communication with parents/guardians.

### Physical Restraint

*This section is under review pending two members of SLT attending the 'County Step On course' to 'supportive positive behaviour, help avoid conflict and provide strategies to de-escalate a situation' in May, 2017.*

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. The Education and Inspections Act 2006 enables school staff to use "such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do" any of the following:

- *"Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)"*
- *"Causing personal injury to any person (including the pupil themselves)"*
- *"Causing damage to the property of any person (including the pupil themselves)"*

- *"Prejudicing the maintenance of good order and discipline at the school, and among any pupils receiving education at the school, whether during a teaching session or otherwise"*

The Act also defines to whom the power applies as follows:

- *"Any teacher who works at the school"*
- *"Any other person whom the head teacher has authorised to have control or charge of pupils"*

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. Their training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that are set out in the ATL's Guidance "Restraint," that include:

- *"The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used"*
- *"The chances of achieving the desired result by other means"*
- *"The relative risks associated with physical intervention compared with using other strategies"*

Every member of staff will inform the Headmaster immediately after s/he has needed to restrain a pupil physically. The school also has a confidential register within which the school includes the pupil's name and year group, the nature and date of the offence and the sanction imposed. The school will keep this register on a central file so that any patterns may be identified by the school. We will always inform a parent when it has been necessary to use physical restraint, and invite them to the school, so that we can, if necessary, agree a protocol/regime for managing their child's behaviour. Parents of children who are in the school's nursery/EYFS setting will be informed of the incident on the same day or as soon as is reasonably practicable.

## TEACHING AND LEARNING

Westbrook Hay Prep School aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer every child a high level of individual attention, together with consistent and helpful advice. In return, we expect every pupil to cooperate and to work hard.

## COMPLAINTS

We hope that you will not feel the need to complain about the operation of our Behaviour Management Policy, and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school's Complaints Procedures which apply equally to the Nursery Department and have been drafted to meet the specific requirements for EYFS pupils as described in the following paragraph are on our website. We will send you copies on request. We undertake to investigate all complaints and to notify you of the outcome of

investigation within 28 days. For EYFS: We maintain records of complaints for at least three years after your child has left our school.

Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the Nursery Department, because it is part of an independent school, parents should be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. More details can be found on Ofsted's website here:

<http://www.ofsted.gov.uk/resources/information-for-parents-about-ofsteds-role-regulating-childcare>