

BEHAVIOUR MANAGEMENT POLICY

INTRODUCTION

Every child is valued

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 PSHE & Citizenship lessons, Wellbeing Assemblies and a comprehensive programme of extra-curricular activities.

Westbrook Hay Prep School is an inclusive community. We welcome pupils from a wide range of backgrounds. Everyone is valued and treated equally and we aim to develop the whole person so that they are equipped to take his/her place in the modern world.

Westbrook Hay sees education as a partnership where governors, staff, parents and pupils work constructively together to promote the values of the school as enshrined in our aims and ethos. Our staff are committed to excellence; aiming to achieve a spirit of trust, respect 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.

As a school we aim to:

- Provide an excellent all round education both academically and through an impressive range of extra-curricular activities. There are opportunities for all and those who are especially talented can reach the highest levels of attainment;
- Develop in each child independence, commitment and enthusiasm;
- Foster a spirit of mutual respect and kindness and encourage everyone to do their best for the community;
- Encourage every child to participate fully in life and to learn about themselves and their place in the world.

The School's ethos is encapsulated in our maxim: 'happiness, confidence, success'.

We understand the critical role adults have in modelling behaviour. By creating a positive environment, where adults consistently manage and encourage positive behaviour, this promotes children's own welfare and development.

We aim to raise the aspirations of all our pupils and to help them to appreciate that there are no barriers to their potential achievements either inside or 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. The School's teaching staff offer every child a high level of individual attention together with consistent and helpful advice. In return, the School expects every pupil to co-operate and to work hard.

We also aim to promote and reward good behaviour and self-discipline through praise and encouragement and by fostering a spirit of mutual respect. This is promoted through House points, awards and certificates, which are powerful motivators for encouraging and promoting good work and behaviour. The role of staff as positive role models for the pupils to reinforce the values of the School cannot be over-stated.

Everyone has the right to feel secure and to be treated with respect at Westbrook Hay Prep, particularly the vulnerable, where a child's ability and the support they require is understood, their needs are catered for and relevant behaviour targets are set. 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, gender, sexuality, special educational needs, disability or learning difficulties, or the fact that a child is adopted, or if a child is a 'carer'.

Westbrook Hay takes its duties under the Equality Act 2010 seriously and makes appropriate reasonable adjustments for pupils to be ready to learn and to participate in school activities.

We expect pupils to be ready to learn and to participate in the wide variety of activities and opportunities available at Westbrook Hay Prep School. They should attend school and lessons punctually, with the right equipment and follow the school's attendance policy.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and Guardians undertake, when signing the Parents contract, to support the authority of the Head in enforcing the School Rules in a fair manner that is designed to safeguard the welfare of the community as a whole. 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.

We are always happy to consider suggestions from parents and hope that they 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 issues, the school will liaise closely with the parents and, if relevant, other support agencies.

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, in Personal, Social and Health Education (PSHE)

lessons, project work, drama activities, stories and literature and via the School Council, which meets regularly.

School Rules and Expectations

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.

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.

The School Rules and Expectations are set out in Appendix 1 of this policy. A copy is displayed in each class/form room and on various noticeboards around the school, and is gone through at the beginning of each term by the class/form teacher. Together, they are designed to encourage mutual respect, positive behaviour and self- discipline.

Our aim is to reward and encourage good behaviour, while sanctions help us to set boundaries and to manage challenging behaviour. In this way, our intention is to help pupils understand what is expected of them and why sanctions may be imposed for inconsiderate and unacceptable behaviour.

It is vital that all members of staff are consistent in insisting on and enforcing the agreed set of rules governing the conduct of pupils. It is not possible to set out every rule which must be obeyed and they are subject to change from time to time. Consequently, pupils are encouraged to use common sense at all times and behave in a way which reflects the best interest of the whole community. Staff are required to enforce the 'spirit' of these guidelines.

The Head oversees the discipline at Westbrook Hay Prep School in consultation with the SLT and specifically the Heads of Lower, Middle and Upper School. The sanctions available for breaches of school discipline will vary according to the severity of the incident, age of the child and whether an SEN or disability needs to be taken into account. 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.

Rewards

We encourage good pupil/teacher relationship and support for the School's values through a system of rewards and sanctions which are designed to promote a calm, disciplined learning environment, in which each individual feels valued and proud to be part of our school community. Our system for rewards includes:

Lower School

Stickers
House points
Certificates
Lower school Award
Annual Prize giving

Rewards are awarded for hard work and effort and spontaneous acts of kindness and helpfulness and any other action that goes above and beyond normal expectations. Parents are also invited to complete a star to tell us about their child's efforts and kindness at home.

Middle & Upper School

House Points
Excellence Certificates
Sporting Certificates
Good Citizen Awards
Golden Assemblies
End of Term Prize Giving
Speech Day Prize Giving

Rewards may be awarded for effort, endeavour, achievement, conduct, kindness, helpfulness, courtesy, any action that goes above and beyond and, in the case of prefects, their reliable and responsible administration of duties.

House points are awarded across the school and contribute to the fortnightly, termly and annual House Cup award.

Sanctions

While we recognise, encourage and reward good behaviour and work, there will inevitably be occasions when sanctions need to be given for lapses of behaviour, where warnings have been given but have gone unheeded, when rules have been broken, when organisation has been poor, or when work is unsatisfactory through poor effort and application despite the help given.

It must be understood and accepted by the pupils and their parents that good behaviour is expected, whether on school premises or away from school; for example, on a school outing, sporting fixture or residential trip. Pupils must also be aware of the School's policy on the Prevention of Bullying (including cyber bullying).

Lower School

Nursery

At this young age, account needs to be taken of the child's age, developmental level, and prior experience.

Modelling and scaffolding appropriate behaviour is key to behaviour development at this age.

In the first instance choice will always be given and 'time out' may be given if appropriate for that child.

Reception and Year 1

Most children of this age will have had previous experience of attending a setting and should be aware of rules and boundaries. Choice will always be given in the first instance. 'Time out' will be given, or children being moved to eliminate distractions of others or self.

Middle & Upper School

Examples of sanctions include:

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

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

Incidents of inappropriate behaviour will be entered into the day book on SchoolBase and monitored by class/form teachers and Senior Leaders. Where incidents are serious in nature parents will be contacted immediately. Where there is persistent low level poor behaviour, parents will be invited in for a meeting to discuss strategies to improve behaviour.

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.

Breaches of School Rules which merit exclusion or expulsion.

A non-exhaustive list of the sorts of behaviour that could merit permanent exclusion is as follows:

- Physical assault against pupils or adults (including biting in the Early Years);
- Verbal abuse/threatening behaviour against pupils or adults;
- Bullying;

- Abuse on grounds of race, religion/faith, 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.

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 Head 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"*.

A search of a pupil's possessions will usually, therefore, only be carried out in the pupil's presence and in the presence of an additional member of staff (as detailed above and in the Search and Confiscation Policy). Confiscated property may be returned to the parents of the pupil unless it is considered harmful or illegal. In this case parents will be informed. (*'Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies'*, DfE February 2014).

The School's policy on drugs is contained in the School Rule that children 'will never bring anything that could cause harm into school'.

The Head for their 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 threatened or used at our school.

Further Serious Misbehaviour

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. This disciplinary action might include any of the actions below up to and including suspension and/or exclusion.

The school's policy on Discipline and Exclusions is set out in the Parent Contract 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 Head can impose for serious breaches of the School Rules, including but not limited to criminal behaviour.

Physical Restraint

Please refer to the restrictive Physical Intervention Policy which can be found on the Intranet.

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 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 Head immediately after she or 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 incident and, if appropriate, the sanction(s) 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. As with parents of children who are in the School's Nursery/EYFS setting, parents of children in Middle and Upper School will also be informed of the incident on the same day or as soon as is reasonably practicable.

Complaints

We hope that parents 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 parents copies on request. We undertake to investigate all complaints and to notify parents of the outcome of investigation within 28 days. We maintain records of complaints for at least three years after your child has left our school – please refer to the School's Complaints Policy (16.6.18).

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>

This policy has been prepared bearing in mind guidance from ISI.

This policy should not be read in isolation but in conjunction with:

Anti-Bullying
Child Protection

Code of Conduct
E-Safety (including mobile technology)
Restrictive Physical Intervention

References:

'ISI Handbook for the Inspection of Schools, Commentary on the Regulatory Requirements', September 2018 (www.isi.net)

'Statutory Framework for the Early Years Foundation Stage', DfE April 2017

'Excluding Pupils – A Practical Guide for Independent Schools' by Farrer & Co (an ISBA briefing document)

'Ensuring Good Behaviour in Schools' – DfE, March 2012
<http://www.education.gov.uk/aboutdfe/advice/f0076882/ensuring-good-behaviour-in-schools>

'Use of Reasonable Force' - DfE, March 2012
<http://media.education.gov.uk/assets/files/pdf/u/use%20of%20reasonable%20force%20advice%20for%20headteachers%20staff%20and%20governing%20bodies.pdf>

'Restraint' – ATL Guidance (www.atl.org.uk)

'ISBA Model Policy' dated April 2012

'Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies', DfE February 2014

'Mental Health and Behaviour in Schools' DfE, November 2018

Appendix 1 – School Rules

SCHOOL RULES

Westbrook Hay endeavours to maintain an ordered, structured environment in which all pupils can achieve its promoted aims of happiness, confidence and success. In Middle and Upper School 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.

Middle & Upper School

Our children are:

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

Examples of honesty and good behaviour, and of kindness towards others;

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

Punctual, and don't waste time or misbehave between lessons;

Evironmentally aware, and care for the school buildings and grounds;

Credits to the school when away on trips, visits or matches;

Tidy and presentable, and wear the correct school uniform;

Followers of the rules of the school;

Understanding of the needs of others;

Learners, 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.