

BEHAVIOUR MANAGEMENT

WHY DO WE HAVE THIS POLICY?

At Notre Dame Catholic College we strive to reflect Gospel values in all our relationships. The inherent quality and value of each individual pupil is recognised. Good discipline and behaviour in the school community depends on relationships based on mutual trust and respect. We recognise that positive responses and affirmation are the means by which we can elicit acceptable behaviour. In particular we have this policy to:

- ❖ assist pupils to express themselves correctly and appropriately and to promote self-discipline and self-esteem;
- ❖ encourage good behaviour and respect for others and to prevent bullying of any kind;
- ❖ provide opportunities for pupils to take responsibility for their own behaviour and learning;
- ❖ ensure that pupils' behaviour is acceptable to the community at large;
- ❖ create an environment in which pupils feel safe;
- ❖ encourage pupils to have respect for their learning environment, facilities and equipment;
- ❖ encourage pupils to be equipped for learning with the appropriate equipment.

HOW DOES THE SCHOOL RESPOND?

- ❖ Every teacher has the responsibility to establish orderly conduct in lessons so that all pupils are able to learn;
- ❖ all staff have a responsibility to address incidents of poor behaviour if they encounter them as they move about the school. In serious cases of unacceptable behaviour, or if a serious incident has taken place, staff should seek the assistance of a senior member of staff. The member of staff who witnesses the incident should then record this on IRIS. Staff powers to discipline are at the discretion of the Executive Headteacher;
- ❖ the school uses the IRIS behaviour management system to record incidents of positive and negative behaviour (see IRIS Recording Protocol). Parents/carers have access to the personal accounts of their son(s)/daughter(s) in IRIS. The school will respond to feedback from parents/carers regarding information held in these management systems;
- ❖ Head of Departments, Heads of Year and Assistant Heads of Year should check the IRIS system daily;
- ❖ pupils are to wait quietly outside the classroom until invited to enter by the teacher;
- ❖ pupils should sit as directed by the teacher and normally in alphabetical order;
- ❖ behaviour deemed to be acceptable should be encouraged, affirmed and rewarded;
- ❖ when poor behaviour is identified sanctions will be implemented consistently and fairly in line with this policy;
- ❖ behaviour which prevents others from learning and/or which is lacking in respect should be dealt with immediately and appropriately according to the current disciplinary procedures (see attached Behaviour for Learning Procedures);
- ❖ disruptive pupils may be placed in the Referral Room away from other pupils for a limited period. Pupils may be sent to the Referral Room for persistent low level disruption in lessons. (see attached Behaviour for Learning Procedures). Staff will ensure the health and safety of the pupils and any requirements in relation to safeguarding and pupil welfare;
- ❖ pupils who find it difficult to manage their own behaviour will have the opportunity to access the

Creation date:	Version	Reviewed by	Last approved:	Approval date:	Review date:	Pages
November 2012	6	EB/GL June 2016	20/10/2016	17/11/2016	June 2017	Page 1 of 8

referral room and to take part in special programmes led by the pastoral team;

- ❖ the Executive Headteacher and staff authorised by the Executive Headteacher, in consultation with parent/carers, have the authority to work with other local agencies to assess the needs of pupils who display disruptive behaviour;
- ❖ where necessary, teachers will undertake INSET in order to be best placed to implement a variety of behaviour management strategies;
- ❖ all departmental handbooks will contain specific reference to the appropriate disciplinary procedures;
- ❖ staff may give a detention to a pupil without parental consent, but the member of staff must act reasonably when imposing a detention;
- ❖ staff may search a pupil and their possessions, with their consent, for any item. If a personal search is considered necessary it is to be carried out by a person who is the same sex as the pupil involved and is to be witnessed by a person of the same sex;
- ❖ the Executive Headteacher and staff authorised by the Executive Headteacher have the power to search pupils or their possessions without consent where they suspect the pupil has a prohibited item (knives and weapons, alcohol, illegal drugs, stolen items, tobacco or cigarette papers, fireworks, pornographic images, inflammatory materials of a religious, political, racist, homophobic or sexist nature, or any item that could be used to commit an offence, injury or damage to property). These items will be disposed of as seen fit by the school but never given back to the pupil. Knives, weapons, pornographic and/or any other illegal material will be handed to the police;
- ❖ staff are allowed to confiscate mobile phones or electronic devices without consent, and data or files can be examined if there is a good reason to do so, which may result in the need to erase files or data before returning the device, if it is felt they could cause harm, disrupt teaching or break the school rules. The Executive Headteacher or staff authorised by the Executive Headteacher will decide if this course of action is suitable. Staff must ensure, where possible, that another member of staff is present when an item is confiscated. The device should be placed in a sealed envelope which is clearly labelled with the name of the pupil, the member of staff involved, the name of the witness, the date and the time of confiscation. Devices may be collected at the end of day by the pupil or a parent/carer if required. Staff are protected from liability for damage to or loss of any confiscated items. The use of mobiles is restricted to recreational periods unless authorised by the Executive Headteacher;
- ❖ the standard of behaviour expected will be included in the home-school agreement which parents will be asked to sign on their child's admission to the school;
- ❖ staff have the authority to discipline pupils for misbehaving (non-criminal bad behaviour and bullying) outside of the school premises that has been witnessed by a member of staff or reported to the school. This includes: school-organised or school related activity; travelling to and from school; while the pupil is wearing the school uniform, or in some other way, identifiable as a pupil of the school.

Creation date:	Version	Reviewed by	Last approved:	Approval date:	Review date:	Pages
November 2012	6	EB/GL June 2016	20/10/2016	17/11/2016	June 2017	Page 2 of 8

BEHAVIOUR AND CONDUCT

The following list is not exhaustive or exclusive but provides an indication of the sort of behaviour or offence that the school would consider serious enough to merit consideration of a temporary or permanent exclusion from school:

- ❖ Physical assault against pupils or adults;
- ❖ verbal abuse / threatening behaviour against pupils or adults;
- ❖ bullying;
- ❖ racism;
- ❖ sexual misconduct;
- ❖ drug and alcohol misuse;
- ❖ damage to property;
- ❖ theft;
- ❖ persistent disruptive behaviour in lessons or during recreation times;
- ❖ persistent disruptive behaviour which affects the learning of others in lessons;
- ❖ any conduct that significantly harms the reputation of the school;
- ❖ any conduct that facilitates, encourages or makes possible, any of the offences listed above;
- ❖ bringing in to school a prohibited item. Prohibited items are;
 - knives or weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images
 - any article that a 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 the property of, any person (including the pupil)

In all these circumstances the Executive Headteacher should consider whether it is appropriate to notify the police.

Should a pupil be suffering, or be likely to suffer, significant harm, staff should follow the school safeguarding policy.

RESTRAINT OF PUPILS AND THE USE OF FORCE

Notre Dame Catholic College does not use corporal punishment. The guidance from the Department for Education, "Use of Reasonable Force" (May 2012) 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:

Creation date:	Version	Reviewed by	Last approved:	Approval date:	Review date:	Pages
November 2012	6	EB/GL June 2016	20/10/2016	17/11/2016	June 2017	Page 3 of 8

- ❖ 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, or damage to the property of, any person (including the pupil themselves).

All members of the teaching and support staff have a legal right to use reasonable force for the reasons outlined above and this power may be temporarily extended to people authorised by the Executive Headteacher to take charge of pupils, such as unpaid volunteers or parents accompanying pupils on school activities.

Reasonable force will never be used as a punishment for a pupil – this is unlawful and unacceptable. The school also acknowledges its duty to make reasonable adjustments in the potential use of reasonable force for disabled children or pupils with SEN.

Detailed written records of serious incidents, including those requiring physical intervention by staff, will be maintained by the school and reported to senior pastoral staff, including the Executive Headteacher.

Staff at the school will liaise with parents/carers at appropriate stages in the discipline procedures and any complaints will be dealt with according to the complaints policy, including malicious accusations against school staff. Sanctions used for pupils who are found to have made malicious accusations will be at the discretion of the Executive Headteacher and governing body.

CONCLUSION

This behaviour policy acknowledges the school's legal duties under the Equality Act 2010 and the Children and Families Act 2014, in respect of safeguarding and in respect of vulnerable pupils and pupils with special educational needs and/or disabilities (SEND).

All staff at Notre Dame Catholic College will work together to ensure a common approach to the development of pupils' ability to manage their own behaviour. All members of the school community should be treated with respect and courtesy, and this behaviour should be extended to all those with whom we come into contact in our families and the wider community. Good behaviour and discipline should be the mark of all pupils of Notre Dame Catholic College.

Creation date:	Version	Reviewed by	Last approved:	Approval date:	Review date:	Pages
November 2012	6	EB/GL June 2016	20/10/2016	17/11/2016	June 2017	Page 4 of 8

CODE OF CONDUCT

As a pupil of Notre Dame Catholic College, the following code of conduct is expected:

I will arrive on time for school

I will bring a bag to school for carrying books and equipment

I will work to the best of my ability at all times

I will wear full school uniform at all times and keep my blazer collar down

I will not wear jewellery or make up

I will not bring chewing gum onto the school premises

I will not leave the school without a written request and a signed permission slip from my Pastoral Leader

I will complete all homework set and hand it in on time

I will follow all health and safety instructions displayed around the school

Inside the classroom:

I will arrive on time for my lessons and enter the room quietly

I will come to lessons with all the necessary equipment

I will listen to and follow instructions the first time they are given

I will raise my hand and wait until given permission to answer or speak

I will obey safety rules

I will treat others, their work and their equipment with respect

Outside the Classroom:

I will go outside the building at break and lunch time

I will put rubbish in the bins provided

I will walk down the corridors

I will line up quietly in the corridor ready for lessons

I will treat others and their work with respect

Pupil Signature _____

Parent / Carer Signature _____

Creation date:	Version	Reviewed by	Last approved:	Approval date:	Review date:	Pages
November 2012	6	EB/GL June 2016	20/10/2016	17/11/2016	June 2017	Page 5 of 8

BEHAVIOUR FOR LEARNING PROCEDURES

Level 1 & 2

Classroom /Corridor Incidents

- All incidents to be reported on IRIS
- Two verbal warnings in same lesson then pupils sent to referral
- Pupils may be sent immediately to referral for more serious incidents



Level 3

Classroom /Corridor Incidents

- All incidents to be reported on IRIS
- Two verbal warnings in same lesson then pupils sent to referral for subsequent incident
- Head of Year / Assistant Head of Year involvement – see pastoral staff monitoring
- HOY detention / HT detention
- Pastoral Report Card
- Parental contact (letter or phone)



Levels 4 or 5

Classroom /Corridor Incidents

- All incidents to be reported on IRIS
- Pupil sent immediately to referral or inclusion
- Pastoral staff informed immediately
- SLT informed
- Depending on incident – DHT/HT involvement
- Depending on incident Exclusion (HT decision)
- Use of external agencies
- Parent / Carer meeting
- Governors

CLASS TEACHER

Is this the first time the pupil has been sent to referral from this department?

YES – 10 minute detention from class teacher and a departmental letter home

NO – 2nd time

DEPT MONITORING – Head of Dept.

1. Head of Dept. Sanction
10/20 minute detention and phone call home
2. IRIS follow up completed by HOD
3. Departmental Report Card monitored by Head of Dept.

NO – 3rd + times

Head of Dept. sanction

- 10/20 minute detention and phone call home
Head of Dept. to discuss pupil with HOY and agree actions
1. Parent/Carer meeting with HOY
 2. Escalation to AHT/DH/HT

PASTORAL STAFF MONITORING (HOY & AHOY)

Monitoring IRIS incidents and REFERRALS

- Sent to referral on 4 occasions
 - Parent/Carers contacted by telephone Pupil on pastoral report
 - Support in place (Behaviour Support Plan)
 - Liaise with outside agencies if required
 - After School Detention set – parents notified (1 hour)
 - HOY / AHOY monitors behaviour
- Sent to referral on 6 occasions
 - Meeting with Pastoral AHT
 - Behaviour contract in place with clear expectations
 - Behaviour Support Plan updated
 - Contact with parent/carers
 - Internal Exclusion – one day
 - Head teacher's detention (1 hour after school – HOY decision)
- Any further referrals
 - 2nd Head teacher's detention (2 hours)
 - Meeting between parents and AHT/DH/HT
 - Final Warning
 - Transfer to another school
 - At Risk Of Permanent Exclusion

REFERRAL PROCEDURES

- Pupils must have completed slip from teacher when going to referral or be accompanied by a member of staff
- Teacher who sent pupil must complete IRIS information by 4 pm same day
- No referrals for lack of equipment / homework

RECORDING INCIDENTS

- All incidents to be reported on IRIS
- Any pupil identified as being at risk of exclusion meeting arranged between SLT and Parent/Carer
- Record of meeting to be recorded on O Drive

SANCTIONS

- Pupils who do not attend a sanction set by a teacher will be given a double detention by the teacher (up to 40 mins after school) with a phone call home
- Parents/Carers must be notified of any after school detention which is longer than 20 minutes
- The names of pupils who are in any after school detention longer than 20 minutes should be emailed to J Ball & E Neary
- Pupils who do not follow sanctions set by classroom teachers will be referred to the Head of Dept
- Pupils who do not attend a detention set by the Head of Dept. – phone call home and set a further detention of up to 1 hour after school by Head of Dept.
- Heads of Dept. should liaise with HOYs regarding pupils who are not following sanctions
- Heads of Year can refer pupils to the Headteacher's Detention – Every Thursday after school. Maximum 2 hours
- Headteacher's Detention - Parents/Carers must be notified by the HOY/AHOY before Tuesday in the same week of the detention. A register of those who will be required to attend the detention will be kept in Mrs Ball's office.

Creation date:	Version	Reviewed by	Last approved:	Approval date:	Review date:	Pages
November 2012	6	EB/GL June 2016	20/10/2016	17/11/2016	June 2017	Page 6 of 8

LEVELS OF BEHAVIOUR INCIDENTS

ALL INCIDENTS MUST BE LOGGED ON IRIS

LEVEL 1 – Individual incidents to be dealt with by form tutor or class teachers – if persistent can be upgraded to LEVEL 2

- Make up / jewellery / uniform violation
- Dropping litter
- Bad language (overheard and not directed at others)
- Running /Rowdy behaviour
- Lack of equipment (e.g. stationery / planner, PE kit etc.)
- Calculated idleness
- Late to lesson
- Failure to follow instructions
- Chewing gum
- Lack of co-operation
- Lack of homework
- Disrupting lesson (e.g. not following procedures, talking, turning around etc.)
- Late to school
- Bringing banned drinks to school (e.g. all energy drinks, fizzy drinks etc.)
*pupils permitted to have energy drinks will have a note in their planner

LEVEL 2 – to be dealt with by classroom teacher / staff

- Graffiti (minor)
- Misuse of Equipment
- Inappropriate behaviour
- Prohibited use of devices (iPad/mobile phone etc.)
- Refusal to borrow spare PE kit
- Persistent flouting of school rules (e.g. uniform/ make up rules / misuse of equipment etc.)
- Persistent lateness to school
- Boisterous/unruly behaviour
- Selling contraband on school premises e.g. sweets/drinks etc.
- Use of inappropriate language not directed at others e.g. gay etc.

Creation date:	Version	Reviewed by	Last approved:	Approval date:	Review date:	Pages
November 2012	6	EB/GL June 2016	20/10/2016	17/11/2016	June 2017	Page 7 of 8

LEVEL 3 - SEND TO REFERRAL (to be dealt with by Head of Year / Assistant Head of Year)

- Repeated disruption of lesson (after two warnings) (shouting/laughing/turning around/out of seat etc.)
- Serious disruption of lesson
- Minor scuffle
- Inappropriate comments to pupils/staff (e.g. homophobic, sexist remarks etc.)
- Rude / insolent behaviour to staff
- Open defiance
- Refusal to acquiesce to sanction (e.g. moving seats)
- Walking away whilst being spoken to
- Joint enterprise – encouraging others to break school rules
- Disruption of formal test / exam / assessment
- Leaving room without permission
- Water / stink bombs / flour / eggs etc.
- Graffiti (malicious)
- Internal truancy
- Intimidation of other pupils
- Harassment outside of school

LEVEL 4 – SEND TO REFERRAL (to be dealt with by Head of Year / Assistant Head of Year) REFERRED To SLT

- Arguing with staff
- Theft
- Swearing at staff/pupils
- Deliberate damage to property
- Racism
- Bullying in all its forms
- Smoking on school premises
- Sending / Forwarding threatening or abusive emails, messages, photos etc.
- Misuse of ICT network (e.g. inappropriate websites)
- Dangerous / reckless behaviour
- Threatening behaviour to staff / pupils
- Personal/insulting comments to others (e.g. homophobic, sexist remarks)
- Gambling on the school premises

LEVEL 5 – SEND TO REFERRAL (to be dealt with by Head of Year / Assistant Head of Year) REFERRED to SLT IMMEDIATELY

- Setting off fire alarm
- Sexual harassment
- Physically obstructing staff
- Possession of banned items e.g. alcohol, drugs & paraphernalia, porn, inappropriate images etc.
- Distributing banned items e.g. alcohol, drugs & paraphernalia, porn, inappropriate images etc.
- Possession of offensive weapon in school
- Any form of physical assault on staff or pupils

Creation date:	Version	Reviewed by	Last approved:	Approval date:	Review date:	Pages
November 2012	6	EB/GL June 2016	20/10/2016	17/11/2016	June 2017	Page 8 of 8