



July 2019

Bales College Behaviour Policy

Bales College is proud of having established a supportive learning environment which promotes high standards of behaviour throughout the school. It is important to note that the behaviour code is not intended to stifle or to subjugate. It is designed to ensure that every student has the opportunity to maximise his or her potential in a safe place and in a way that is not detrimental to the learning or safety of others.

Teachers' responsibilities

Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the rules or who fail to follow a reasonable instruction (see Section 90 and 91 of the Education and Inspections Act 2006).

The responsibility also applies to all paid staff with responsibility for pupils.

Teachers can discipline students whose conduct falls beneath what is expected of them. This means that if a student misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can impose a punishment.

Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits.

Teacher can also discipline pupils in certain circumstances when a pupil's misbehaviour occurs outside of school. These include:

- When the student is taking part in any school-organised or school-related activity.
- Travelling to and from school
- Wearing school uniform

Additionally:

- If the student's misbehaviour could have repercussions for the orderly running of the school

- If the student's misbehaviour poses a threat to another pupil or member of the public
- If the student's misbehaviour adversely affects the reputation of the school

In all cases of misbehaviour the teacher can only discipline the pupil on school premises or elsewhere when the pupil is under the lawful control of the staff member.

All punishments must be fair and appropriate to the offence, and must not breach be in any breach of legislation such as SEN, disability, race and human rights.

Parental consent is not required for detentions.

Parents will be informed at least twenty-four hours before a long afterschool detention, but no notice is necessary for a short 15 minute afterschool detention.

Teachers have a legal right to issue detentions in and outside of school time. However, they must not issue a detention when they know that doing so would compromise a child's safety.

Teachers are entitled to confiscate, retain or dispose of a pupil's property as a punishment, so long as it is reasonable in the circumstances.

Staff have a professional obligation to challenge poor behaviour and help students to learn how to conduct themselves.

Discipline must be administered calmly, consistently and thoughtfully. Anger only provokes and alienates.

Staff must report any persistently troubling behaviour to the Assistant Principal. In certain circumstances it may be necessary to follow the school's safeguarding policy, seek a multi-agency assessment or consider whether the student is having trouble accessing their education. Should the latter be suspected, the Assistant Principal will meet with both the student and his/her parents to map out a more productive way forward.

Expectations

All students are expected to:

Treat each other and adults with respect

Express themselves politely

Move around the school quickly and quietly

Be respectful of all school buildings, property and equipment, especially where rubbish and graffiti are concerned

Target exemplary attendance and punctuality
Comply with lesson rules and regulations, such as seating plans, safety instructions and leaving classrooms neat and tidy
Listen to the teacher and follow directives as required
Work co-operatively with each other
Hand work in punctually and to the standard required by the teacher

The following behaviour will not be tolerated and could result in exclusion from school

Rude, offensive or inappropriate language
Disruptive behaviour in lessons or study areas
Acts of aggression or any kind of physical violence
Sexual contact between students
Bullying or intimidation. For further information please see the Bales College Anti-Bullying policy
Racist, sexist or homophobic comments
Vandalism
Smoking, drinking alcohol, using or bringing into school recreational drugs or pornography.
Bringing into school any sharp or dangerous object that could be used as a weapon including those classed as Offensive Weapons
Unprovoked assaults against other students

If unacceptable behaviour occurs, members of staff will:

Challenge the behaviour
Explain to the child why the behaviour is unacceptable and why
Explain how the child could have behaved differently, encouraging the child to consider how his/her behaviour has impacted on others
Elicit suggestions from the child about what they could have done better
If repeated, report to the Assistant Principal to investigate reasons behind continued poor behaviour

Sanctions may include restorative measures such as cleaning up the canteen or communal areas if they have been used irresponsibly, or helping younger students. Students may also be placed in school detention by individual teachers or with the Assistant Principal for misbehaviour outside of normal school hours.

Corporal punishment

Corporal punishment is not a sanction at Bales College

School Uniform

Bales College believes that uniform plays an integral part in fostering a cohesive, responsible and purposeful ethos. Uniform encourages students to identify with and support the school in its objectives. In addition, it ensures that students from all beliefs and backgrounds can come to school free from social pressures regarding the way they dress.

Parents are responsible for ensuring that their child arrives at school wearing the correct uniform.

Non-compliance with school uniform policy:

Teachers can discipline students for breaching the school's uniform policy.

Searching and confiscation

The school has a statutory obligation to manage the health and safety of staff, students and visitors and ensure that school discipline is maintained:

Under this authority we reserve the right to search students under the following circumstances and to confiscate items as described below

Students will be treated courteously and afforded respect and a reasonable level of personal privacy during any search or screening; personal items will only be searched in the presence of the student

Searching should be carried out by a member of staff who is the same sex as the student. There must be member of staff present during the search to act as a witness who should also be the same sex

There is a limited exception to the same sex and witness rule; if there are reasonable grounds to believe that there is risk of serious harm to a person or persons if the search is not carried out immediately and it is not reasonably practicable to summon another member of staff

Parents will not be informed prior to a search. There is no legal requirement to keep records of searches carried out or to seek parental consent.

Parents will be informed if a search uncovers any item that result in school disciplinary action or police involvement

Searching with consent

We can search students for **any item** with consent from the student

Parental permission or pre-notification is not required

We do not require written formal consent in advance of a student search; it is enough for a teacher to ask the student to turn out their pockets, empty their bag and allow access to a search of their school locker

Searching without consent

If a member of staff has reasonable grounds to suspect that a student is in possession of a banned item, a student can be instructed to undergo a search without consent; parental permission or pre-notification is not required

The Assistant Principal and any authorised staff have a statutory power to search students and their possessions with or without consent where they have reasonable grounds for suspecting that the student may have one of the banned items

A student refusing to co-operate with a search will be subject to disciplinary measures by the school

The list of prohibited items;

Knives, bladed items, weapons

Alcohol

Illegal drugs

Stolen items

Tobacco, cigarette papers

Fireworks

Pornographic images

Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage property

Electronic devices

School staff may examine data files held on personal devices during a search if they believe they have good reason to do so

In determining a good reason to examine or erase data or files, school staff must reasonably suspect that the data or file has been or could be used to harm, disrupt teaching or break school rules

If the device is to be returned, relevant files may be deleted or retained by the school to support disciplinary action, or where appropriate passed on to the police

The school recognises young people's attachment to their mobile phones and other electronic devices. However, these are forbidden from the classroom unless the teacher gives express permission for them to be used for learning (e.g as online dictionaries, voice recorders, and online encyclopaedias).

Any student in breach of the school's policy on electronic devices may have their phone confiscated until the end of the day.

Recording and photographing of students or teachers without permission is prohibited and will result in the device being confiscated and the student's parents contacted.

Confiscation

School staff can confiscate any prohibited item found as a result of a search

We can also confiscate any item found which is considered to be harmful or detrimental to school discipline; this includes deleting electronic images or passing illegal material onto the police

Depending upon the nature of the confiscated item, it may be retained by the school or disposed of as a disciplinary measure where reasonable

Confiscated weapons, knives or bladed items, items believed to be stolen and illegal drugs may be passed onto the police or disposed of by the school

All reasonable measures are taken to ensure as far as is practicable that current laws on purchase and consumption of alcohol, and in relation to possession, sale and use of drugs, are complied with by students of all ages while accommodated by the college.

Use of reasonable force

School staff have a legal right to use reasonable force to control or restrain

Control means passive contact, such as standing between students or blocking a student's path, to actively leading a student by the arm away from a classroom or difficult situation

Restraint means to hold back physically or to bring students under control; for example, where two students are fighting or refusing to separate without physical intervention

Reasonable force can be used to prevent students from hurting themselves, others, damaging property or causing disorder

Force used will be proportionate and reasonable. School staff will always try to act in ways that will minimise chance of injury to the student.

Reasonable force may be used to enforce a search for knives, weapons, alcohol, illegal drugs, stolen items, fireworks, pornographic images or any articles that have been or could be used to commit an offence or cause harm

It is illegal to use force as a punishment and reasonable adjustments will be made for children with disabilities and special educational needs

We do not require parental consent to use reasonable force

Any use of physical intervention is by reasonable and non-injurious means, only for the minimum time necessary to prevent injury to self or others or very serious damage to property, and always recorded in writing in the Incident File.

Malicious allegations

Complaints against staff are always investigated thoroughly

If after full and thorough investigation, it is the considered view that that allegation against the member of staff was unfounded and malicious; any record of the incident will be removed from the member of staff's file

The student or students involved in making the allegations will be disciplined according to the severity of the case up to and including exclusion

Seclusion / isolation

Isolation rooms can quickly stigmatise, alienate and demotivate students. As such, Bales College does not operate an Isolation or Seclusion room.

On occasion it may be necessary for a teacher to ask a student to stand quietly outside the classroom for a short time (maximum five minutes) to cool off and clear their head.

Nevertheless, for incidents of particularly poor or consistently disruptive behaviour, it may be necessary to remove a student from a lesson. In this instance, the student should be removed by a Senior Member of Staff. Students should not be sent to the school office. If necessary a reliable student should be sent to get assistance for a member of SLT.

The behaviour which led to the removal of the student from the classroom should be addressed by both the classroom teacher and a member of Senior Management at the earliest opportunity, the aim being to reintegrate the student with his/her learning as quickly as possible.

Should the student require extra time to calm down and, the Senior Member of Staff will find a room where working and learning are going on successfully and purposefully. This may be in a private study session, or in a sixth form lesson, or in the school office, depending on the emotional state of the individual and the circumstances concerned. Disruptive students learn remarkably quickly when appropriate classroom behaviour is modelled by older students.

Any further disruption will result in the student's parents being contacted and asked to come in and collect the student.

Where it is anticipated that the student will be out of mainstream lessons for more than just a short time, meaningful, purposeful work appropriate to the student's curriculum will be collected for him/her to get on with.

Exclusions from school

Internal exclusions

Students who have shown consistently poor or disruptive behaviour may be internally excluded for one school day, which is to say suspended from their normal timetable. Internal exclusion requires the student to come to school but follow an independent timetable which will separate him/her from his/her peers for the day

Fixed term exclusions from school

Fixed term exclusion from school will be used as a sanction where serious breaches of the behaviour policy take place

For more information about exclusions please see the school's Exclusions policy

Permanent exclusion will be considered for the following:

- use of or possession of weapons
- drug dealing
- serious threats of and actual violence
- bullying
- persistent and serious breaches of the school behaviour policy
- where the school believe that a child's presence in the school represents a serious threat to others.

Staff development and support

The school commits to undertake staff training, whether by internal or external agency, to ensure that the behavioural policy is well understood by staff and applied thoughtfully and consistently throughout the school.

Bales College recognises that staff must feel confident and comfortable in implementing its behaviour policy; the school can not function successfully without the full support of its staff. The Assistant Principal therefore reviews the behaviour policy on a regular basis (once termly) to ensure that a policy is in place which satisfies staff, student, parental and governmental needs and expectations.

Liaising with parents

Bales College prides itself on its close links between home and school. Parents are encouraged to contact the Assistant Principal should they have any questions or concerns about behaviour on: myearsley@balescollege.co.uk / 0208 960 5899

The vast majority of our contact with parents is positive. We regularly phone or email home to inform parents of outstanding work and behaviour. It is of paramount importance that parents know when their child is doing well. Emphasising the positives is the quickest and surest way of eliminating the negatives.

The role of senior management

In this instance senior management is understood to be the Principal, Assistant Principal, School Business Manager and the Director of Studies. Senior management's role is to determine the detail of the standard of behaviour acceptable to the school, including responsibility for maintaining day-to-day discipline, which will include making rules and provision for enforcing them. Senior management has overall responsibility for supporting personal, social and emotional development, including issues concerning behaviour. Support for staff faced with challenging behaviour is also an important responsibility of senior management, who are expected to:

- promote self-discipline and proper regard for authority among students;
- encourage good behaviour and respect for others and prevent all forms of bullying students;
- ensure that the standard of behaviour is acceptable;
- make provision for continuous professional development with reference to: positive behaviour management, physical intervention (the use of reasonable force) and anti-bullying procedures;
- have an understanding of current legislation, research and philosophy on promoting positive behaviour and on handling students' behaviour where it may require additional support;

- be able to access relevant sources of expertise on promoting positive behaviour within the curriculum for supporting personal, social and emotional development;
- familiarise new staff members with the school's behaviour policy and guidelines for behaviour.

The role of all staff

All staff are expected to encourage good behaviour and respect for others in students and to apply all rewards and sanctions fairly and consistently. Staff are also responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied.

Well-planned, interesting and demanding lessons make a major contribution to good discipline. The school has clear policies concerning teaching and learning. Staff are supported with effective classroom management strategies to ensure effective behaviour management. Staff need to recognise that codes for interacting with other people vary between cultures, and staff need to be aware of, and respect, those used by all members of the school. All staff need to provide a positive model of behaviour by treating students, parents and one another with friendliness, care and courtesy.

The role of parents

Bales College strongly encourages an ethos and culture whereby there is clear communication with, and the support of parents. Parents are expected to take responsibility for the behaviour of their student both inside and outside the school. We expect parents to encourage their children to support the school rules, their child's learning, and to co-operate with the school, as set out in the home-school agreement.

It is an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. Parents should not become angry publically, and if they have a problem this should be dealt with in privacy. If parents were to show aggressive or abusive behaviour, it can present a risk to staff and children. If there are any concerns about the behaviours of parents or visitors, they are required to leave the premises. If there is a court order against a parent seeing their child, the school will abide by the conditions of the Order. School premises are private property and parents will generally have permission from the school to be on school premises. However, in cases of abuse or threats to staff, pupils or other parents, schools may ban parents from entering the school. For example, a parent who has been banned from entering the school premises is trespassing if he or she does so without permission and the police will be called. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

Monitoring of behaviour trends

The Assistant Principal undertakes to regularly monitor the college's sanctions against students and to identify any issues requiring action. A termly review is kept in the Incident File. Incident reports are annotated with any updates/consequences as and when they arise. The Assistant Principal reflects critically on any behaviour trends and undertakes to adjust school policy accordingly.

Bales College adopted this amended Behavioural Policy in July 2019

Signed: Mark Yearsley (Assistant Principal)

Policy Review Date: June 2020



Sanctions

Good behaviour is to be modelled and encouraged at all times. Class teachers play a key role in establishing their expectations with students and in supporting school policies and ethos.

If pupils' behaviour is unacceptable, there is a staged range of sanctions; teachers make their own judgments about the level of misdemeanor and appropriate sanction but our philosophy depends on early resolution and not escalation. It is always our aim to have the student 'onside' through a desire to do well, rather than alienated because they are always 'in trouble'.

At any stage a teacher could send for assistance from a member of SLT

Stage	Sanction	Reasons such as	Action/Follow up
1	Verbal reprimand	<ul style="list-style-type: none"> Not conforming to classroom expectations 	<ul style="list-style-type: none"> Teacher keeps a note
2.	Detention: short teacher detention which could be 5-10 mins at break or lunchtime	<ul style="list-style-type: none"> Disruption Lateness Lack of homework 	<ul style="list-style-type: none"> Teacher keeps a note but may also speak to Form Tutor
3.	Detention: teacher detention which could be 5-10 mins at break or lunchtime or 15mins after school	<ul style="list-style-type: none"> Disruption Lateness Lack of homework 	<ul style="list-style-type: none"> Teacher must keep a note and should also speak to Form Tutor Write note to parents in Homework Diary
4	Exclusion from lesson for 5 minutes	<ul style="list-style-type: none"> Rudeness Repeated refusal to do as asked 	<ul style="list-style-type: none"> Teacher must keep a note but should also speak to Form Tutor
5.	Detention – taken by Senior Leadership Team NB – class teachers do not 'refer' students to SLT detention	<ul style="list-style-type: none"> Persistent offences above; Repeated lateness to school 	<ul style="list-style-type: none"> Write note to parents in Homework Diary, Enter record in the student's file.
6.	Daily Report	<ul style="list-style-type: none"> Persistent offences above; Repeated lateness to school 	<ul style="list-style-type: none"> Form tutor issues report Report seen and commented on by teachers throughout day Form tutor sees report at end of day Parents see report in evening and sign Reports filed in pupil folder
7.	SLT Daily Report	<ul style="list-style-type: none"> Persistent offences above; Repeated lateness to school 	<ul style="list-style-type: none"> SLT issues report Report seen and commented on by teachers throughout day SLT sees report at end of day Parents see report in evening and sign Reports filed in pupil folder
8.	Internal exclusion	<ul style="list-style-type: none"> Persistent offences above; 	<ul style="list-style-type: none"> Parents informed Pupil is isolated during break and lunchtime; Record to file
9.	Permanent Exclusion from school	<ul style="list-style-type: none"> Case by case basis 	<ul style="list-style-type: none"> Parents called in to school Report on incident(s)



Classroom expectations

- Students must be on time for lessons
- Students should sit where they have been asked to by the teacher
- All outdoor clothing should be removed and placed on the back of the chair
- Bags should be placed on the floor
- Students should take out books, pens pencils and other equipment for learning promptly at the beginning of the lesson
- Homework diaries should be placed at the top of the desk
- Mobile phones should be kept in bags or blazers unless the teacher has given permission for them to be used
- Homework should always be written in homework diaries