



**CULCHETH
HIGH SCHOOL**

› THE BEST THAT WE CAN BE

BEHAVIOUR MANAGEMENT POLICY – STATEMENT FOR PARENTS, STAFF AND STUDENTS

Reviewer: Mr C P Hunt

Reviewed: July 2022

**RATIFIED BY THE CURRICULUM AND STANDARDS
COMMITTEE ON: 11th November 2022**

SIGNED:

Y. L. Brown

DATE:

11th November 2022

› RESPECT
› HONESTY
› EXCELLENCE

Culcheth High School

POLICY STATEMENT

BEHAVIOUR MANAGEMENT

PURPOSE

Our school's purpose is to inspire students to achieve and guide them to be confident, articulate and skilled citizens to enable them to thrive in a diverse British and global community.

Our School's Values:

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect.

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing our school values which are **Respect, Honesty and Excellence**.

The maintenance of strong, fair and clear disciplinary procedures for all students in the school is fundamental to the school community achieving its purpose and embodying the school's values.

This statement refers to the principles and values of the school and is general guidance to staff, parents and students in the school on the ethos agreed by the governing body on behaviour management.

This Policy Statement is supported by full and detailed Culcheth High School procedures on Behaviour Management practice and procedures available to all staff. These are available in the Staff Handbook, Teacher Planner and on the Staff Portal. Annual and frequent CPD for staff re-affirms the school's approach to behaviour management. This statement is always available on the school website and will be sign-posted to parents annually via the school newsletter. Students are regularly reminded of the school's behaviour management systems and details can be found in the Student Planner including a student friendly #WeAreCHS flowchart.

The purpose of the behaviour and discipline policy is to fulfil the governors' duty of care to students and employees; promote teaching and learning and high standards of attainment; preserve the reputation of the school and ensure the well-being and safety of all students and staff.

OUR AIMS ARE:

- To maintain the safety and welfare of students as our highest priority.
- To ensure an effective climate for teaching and learning exists.
- To ensure a sympathetic, inclusive, social environment exists and individuals treat each other with mutual respect.
- To guide all students to develop a sense of right and wrong.
- To ensure that lapses from expected behaviour and standards are dealt with accordingly.

Behaviour will be regulated fairly and in accordance with other school policies as the governors expect any policy or actions to be.

GUIDELINES

At Culcheth High School, as part of our #WeAreCHS initiative, we will:

- recognise and reward good behaviour, self-discipline, respect, regular attendance, punctuality, high standards of work and effort;
- encourage students to be involved by providing a forum where their views and concerns can be expressed and acted upon where appropriate;
- provide a system of recording and reporting to parents which places emphasis upon positive contributions to school and community life;
- make the agreed Code of Conduct known to students, parents and staff;
- punish unacceptable behaviour fairly and consistently in line with school disciplinary procedures, to ensure that all students can complete assigned work and be safe in school;
- work to prevent bullying and any form of prejudice;
- provide training for staff to guide them on classroom and behaviour management.

SCHOOL RULES

- Remember that you represent yourself and the school at all times: before, during and after school. Be polite and show respect to everyone.
- Come fully prepared for your lessons, ready to learn and follow instructions from staff first time, every time.
- Wear your school uniform with pride at all times.
- This is your school; look after it. Look after property and put litter in bins.
- Eat and drink in the right places, at the right time.
- Walk around the school sensibly and quietly. (Always keep to the left.)

CLASSROOM BEHAVIOUR

All students are expected to:

- Arrive on time, line up quietly in correct uniform ready to learn in each lesson. Follow instructions from staff first time, every time.
- Have their student planner and lesson equipment on their desk throughout the lesson.
- Show respect by listening carefully when the teacher or another person is talking and stand when a member of staff enters the room.
- Put up their hand and wait for permission to speak.

- Always try their best without disturbing others. Ensure their mobile technology is switched off and out of sight.
- Stand in silence, behind their chairs at the beginning and end of each lesson.

BEHAVIOUR AND SANCTIONS - #WeAreCHS

Good behaviour at Culcheth High School is central to the community. Our aim is to ensure the rights and responsibilities of those displaying good behaviour and conduct are protected and upheld and that the school buildings are well cared for by all users. It is recognised that the application of rewards and sanctions must have regard to the individual situation and the individual student and the head teacher is expected to use his discretion in deciding appropriate sanctions. The purpose of sanctions is to demonstrate that misbehaviour is not acceptable and to deter other students from similar behaviour. All punishments undertaken will be reasonable and proportionate. These will be fair responses that may vary according to the age of the students, and any other special circumstances that affect the student. Students' behaviour is recorded and monitored electronically using the school's electronic reporting system to maintain an overview of behaviour in school. Every lesson is given a behaviour score which is collated and monitored by staff. During the unprecedented times of the COVID-19 pandemic and its aftermath, any intentional and/or persistent refusal to follow additional measures or adhere to the personal hygiene guidance found on the school website will be treated as a disciplinary issue. Students and staff will not be placed at unnecessary risk by any such behaviour.

Disciplinary decisions taken by the Senior Leadership Team are non-negotiable. When the balance of probabilities (It is more likely than not that the incident has taken place) show that the actions of the student(s) requires disciplinary measures then these may include, but not exclusively include:

- A verbal reprimand.
- Extra work or repeating unsatisfactory work until it meets the required standard.
- The setting of written tasks as punishments, such as writing lines or an essay.
- Loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a non-uniform day.
- Missing break time.
- Detention, including during lunch-time, after school and at weekends.
- School based community service or imposition of a task – such as picking up litter or weeding school grounds, tidying a classroom, helping clear up the dining hall after meal times or removing graffiti.
- Regular reporting including early morning reporting, scheduled uniform and other behaviour checks, or being placed “on report” for behaviour monitoring.
- Individual Behaviour Plans (IBPs)/Pastoral Support Plans (PSPs) agreed with home, student and school.
- In school isolation in the BIC.
- Removal of school privileges such as attendance at rewards visits, school invitational events such as the Year 11 Prom and optional extra-curricular visits
- Off-site education placement at other high schools and/or alternative educational placements.
- In more extreme cases, school suspension or permanent exclusion.

DETENTIONS

A key element of sanctions will be detentions. Detentions may be given for breaches of school discipline e.g. misbehaviour in the classroom or failure to complete or hand in homework. Detentions may be given at break time, lunchtime or after school. Parents should note that:

- Teachers have a legal power to put students in detention.
- In most cases, at least 24 hours' notice will be given in writing, email or phone call to inform a parent/carer of a detention that takes place outside of school hours (this includes staff training days or weekends).
- This is notification of the detention, not seeking permission for the student to attend the detention.
- No notice is required for a detention that takes place at break time or lunchtime.
- At lunchtime detentions a student will be allowed a reasonable time to eat, drink and use the toilet.
- Students on IBP or PSP will attend Period 6 on the same day if their behaviour is poor.
- At the end of a detention, where appropriate the student will receive further guidance about what they did wrong, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve.
- Students could also be offered support where necessary or given the opportunity to inform the school of any perceived obstacles to their improvement, such as their home circumstances.

BEHAVIOUR INCLUSION CENTRE & ALTERNATIVE SCHOOL PLACEMENTS

Culcheth High School is an inclusive establishment and we work hard to avoid suspension from school wherever possible. The school has developed a range of sanctions to address instances of poor behaviour and successfully uses the 'Behaviour Inclusion Centre' for this purpose. This centre is managed by a designated member of staff and addresses persistent, disruptive behaviour without the need to suspend from school in many instances. The Senior Leader responsible for pastoral work and the PSSOs oversee the BIC.

Culcheth High School also works in partnership with other Warrington secondary schools and may place Culcheth High School students at other schools' Behaviour Centres and other schools may use our Behaviour Inclusion Centre to accommodate students from other schools in another attempt to avoid exclusions but reinforce the seriousness of the behaviour/conduct that has warranted an isolation placement at another school.

Serious misbehaviour, however, will warrant suspension or a fixed-term isolation period at another school in Warrington. This could include, for example, fighting, deliberate damage, persistent bullying or discrimination, dangerous conduct, disruption to lessons or offensive language to staff.

MONITORING STUDENTS, SUSPENSIONS & PERMANENT EXCLUSIONS

Students who exhibit persistent behaviour concerns within school may be monitored over periods of time with a school report card and/or SIMS Behaviour registers. Intervention will be put in place progressively and appropriately for each individual depending on the student's needs.

Students who exhibit persistent disruptive behaviour and who, after consultation with parents/carers appear to be unable to control this behaviour, may be referred to other agencies or appropriate, suitable health practitioners for further support and guidance.

Offences of a serious nature e.g. assault on a student or member of staff, extortion or repeated incidents of disruption or defiance could result in permanent exclusion. Parents have a right to appeal against a permanent exclusion.

Students found dealing illegal substances, possession of, or consuming illegal or illicit substances on site or in the vicinity of the school site will be permanently excluded. Please refer to the school's Drugs Misuse Policy on the school website.

Legislation states that it is a parent's duty to supervise excluded children for the first five days of their exclusion and thereafter it is the responsibility of the education authority and the individual school. Excluded students will be provided with school work in line with statutory requirements. Excluded students must be supervised away from the school site (i.e. at home) during exclusion periods.

In addition to misbehaviour that takes place on school premises a student may be disciplined for any act of misbehaviour which takes place:

- on any school-organised activity.
- travelling to and from school.
- when wearing school uniform or when identifiable as a school student.

Or misbehaviour:

- that may have repercussions for the orderly running of the school
- that poses a threat to another student or member of the public.
- that could adversely affect the reputation of the school.

MANAGED TRANSFERS & ALTERNATIVE EDUCATIONAL PROVISION

A managed transfer to another school can be used to support a student who may be at risk of 'permanent exclusion'. A managed transfer will only be offered as a permanent transfer only when the student has been attending the proposed new school under an off-site direction and a review of the direction has established that the student has settled well into the new school and should remain on a permanent basis. Warrington schools follow the DfE guidance on student managed transfers.

Schools have the power to direct a student off-site for education to improve their behaviour. This could take the form of a 'managed transfer' or as an agreed, planned and reviewed extended placement at an alternative provision provider. Off-site provision placements only occur in the best interests of the students and in agreement of all parties involved.

LOSS OF AND DAMAGE TO SCHOOL PROPERTY/REOURCES

The school is permitted to ask parents to pay for the cost of repair or replacement of defaced, damaged or lost equipment, facilities, property or resources where this is the result of a student's behaviour. If a student deliberately damages or loses school property, then they and the student's parents/carers will be asked to pay for the cost of the repair or replacement of the resource/property; or to make a realistic contribution to the cost of the repair or replacement.

Parents/carers will be informed of the damage and the actions that led to the damage. When the balance of probabilities (it is more likely than not that the incident has taken place) show that the actions of the student(s) have led to the damage, then an invoice will be raised against the student/parents/carers explaining the nature of repair/replacement and associated cost. A

subjective standard will also be applied to decisions to invoice not only on "balance of probability" but also where a student's mood or state of mind may have been a factor in the event.

Examples of damage/loss of school property that students/parents/carers have been charged for include (but not exhaustive) a broken glass door panel after student kicked it on purpose; broken mag lock panels after forceful opening to go out of bounds; purposeful damage of computer equipment; broken door handles after forceful opening to enter a room that was out of bounds; and the repair of a school lift following students behaving inappropriately in the lift (which is out of bounds for students).

Following the invoice being issued, students/parents/carers will be given 28 days to settle the school debt or to contact the school to make alternative arrangements to pay the invoice.

As a school, we feel that it is important that all students conduct themselves at all times in line with our school purpose and values. If students make mistakes and damage or lose property then they must accept responsibility and the consequences that this brings if it has arisen from poor behaviour, conduct or out of bounds actions. In such circumstances, removal of school privileges is also likely in accordance with the School Behaviour Management Policy.

CONFISCATIONS OF INAPPROPRIATE ITEMS

Members of staff are allowed by law to confiscate or retain a student's property as part of a disciplinary action (such as mobile phones, MP3 players, any audio, photo or video recording devices, non-compliant items of uniform etc.) Any banned items may be confiscated. Property will be retained and returned after an appropriate period of time (usually one day). However, some items may be kept longer, e.g. jewellery, which may be returned at the end of the school week. Please refer to the Substance Misuse Policy which also states that certain confiscated items will be kept by the school and disposed of. Students should not be recording students or staff using any types of audio, photo or video devices unless it is for official school activities and permission is granted for people to be recorded.

POWER TO SEARCH

Members of staff have the power to search without consent for anything that may be used to cause an offence, harm to a student or damage to property where they have reasonable grounds for suspicion. This could include weapons: knives, alcohol, illegal drugs, tobacco, E-Cigarettes, stolen and other prohibited items. The discovery of any of the above items will result in disciplinary action. Information on mobile phones can also be searched and data erased if there is good reason to do so. Staff may use detection devices during searches.

In some circumstances, other agencies may well be called into school. For example, it is now obligatory to provide the police with any evidence of a criminal act discovered in the course of a search under the Violent Crime Reduction Act (2006). This might include drugs and cyber bullying.

Parents will be informed if their child has been searched, if any of the above items are found on their child and also of the sanction applied.

Weapon, knives and illegal substances will be handed to the police. Other confiscated items such as, but not limited to, cigarettes, lighters, e-cigarette devices will be destroyed and are never returned. If a student is not willing to co-operate with a requested search, school staff will consider the possible reasons for this and re-assure the student. If the student continues to

refuse to co-operate, parents/carers will be contacted to discuss the options. A failure to comply with a search will see the student sanctioned.

#WeAreCHS and REWARDS

Recognition of achievement and effort is fundamental to student performance. At Culcheth High School we will use a range of rewards to support and encourage students in their work, attendance and extra-curricular activities. Every three weeks a #WeAreCHS prize draw will take place to reward those students upholding our shared school values. Substantial prizes are awarded to students in year group on a regular basis. The school's annual Celebration Evening also rewards excellent behaviour and effort.

PASTORAL CARE FOR SCHOOL STAFF

The school will not automatically suspend a member of staff who has been accused of misconduct. The governing body instruct the headteacher to draw on advice in the 'Dealing with Allegations of Abuse against Teachers and other staff' guidance when setting out the support staff will receive if they are accused of misusing their powers. Any student who is found guilty of making malicious accusations against school staff will be sanctioned accordingly. Legal advice will be taken by the school, on behalf of the staff, to ascertain if any appropriate legal action can be taken against the perpetrator. Where there is a clear case that action can be taken the school will pursue this action. This will also include any inappropriate social media/online activity aimed at any school staff member by students or parents.

STAFF INDUCTION, DEVELOPMENT & SUPPORT

All staff receive ongoing training and CPD for student behaviour and the school behaviour protocols. This is covered in all staff induction activities, dedicated CPD sessions and regular teach meets and staff briefings.

OVERT & COVERT RECORDING OF STAFF & STUDENTS

Under no circumstances is it acceptable for students or parents to overtly or covertly record other students or staff in any format (usually audio/video). Such incidents of overt or covert recordings of other students or staff inevitably have a detrimental impact on the relationship between students, parents, staff and the school. In reality, such recordings are a breach of privacy and confidentiality. Overt or covert recordings by students of other students or staff, without explicit permission, is not allowed at Culcheth High School. If this occurs then a reasonable and proportionate sanction will be imposed on the student who has made the recording. These sanctions will be escalated if any overt or covert recording is shared with a third party and/or posted on a social media platform.

PARENTAL RESPONSIBILITIES

Parents/carers have a clear role to play in ensuring their child is well behaved at school.

At Culcheth High School we ask all parents to sign a home-school agreement that outlines the responsibilities of the parents and school, including those around behaviour and attendance. Parents have a legal duty to ensure that their child (aged 5 – 16) receives a suitable education at school or by making other arrangements.

POWER TO SANCTION STUDENTS' CONDUCT OUTSIDE THE SCHOOL GATES

Members of staff have the power to discipline students for misbehaving outside of the school premises "to such an extent as is reasonable".

Culcheth High School will consider a range of sanctions for students based on the 'Behaviour Management practice and procedures for staff' in response to non-criminal bad behaviour and bullying (including social media and online) which occurs off the school premises and which is witnessed by a staff member or reported to the school.

Examples of when teachers may discipline students for misbehaviour when the student is out of school are (please note, this is not an exhaustive list):

- Taking part in any school-organised or school-related activity.
- Travelling to or from school.
- Wearing school uniform.
- In some other way identifiable as a student at the school.
- Misbehaviour at any time, whether or not the conditions above apply, that could have repercussions for the orderly running of the school.
- Poses a threat to another student or member of the public or could adversely affect the reputation of the school.
- Social media posts/threats/comments made against a student or staff member.
- Clear evidence of peer on peer abuse of any kind
- Clear evidence of any sexual violence and/or sexual harassment

In all cases of misbehaviour, staff will only discipline the student on school premises or elsewhere when the student is under the lawful control of the staff member.

POWER TO USE REASONABLE FORCE

All members of staff have the power to use reasonable force to prevent students committing an offence, injuring themselves or others, damaging property and maintaining good order and discipline.

Authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, e-cigarette devices and fluids, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Staff may use detection devices to support with searches.

Any such instances will be taken with regard to statutory guidance. Parents/carers will be informed when reasonable force is used or a search is undertaken.

BULLYING

Bullying is unacceptable and all incidents are treated seriously. Please refer to the school Bullying Policy for further information. Students found to be bullying will be dealt with appropriately.

PEER ON PEER ABUSE

Culcheth High School maintains a culture where any form of peer on peer abuse is not tolerated and is dealt with quickly and efficiently to protect all young people.

To enable this, Culcheth High School operates a **'it could happen here'** approach and takes any reported incident seriously in order to address inappropriate behaviour (even if it appears to be relatively innocuous). This enables important interventions that help prevent problematic, abusive and/or violent behaviour in the future.

All incidents are dealt with in line the Keeping Children Safe in Education guidance (2021) and the school's safeguarding and child protection protocols and procedures.

Examples of peer on peer abuse are most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals

SEXUAL HARASSMENT AND ONLINE SEXUAL ABUSE

Culcheth High School will always respond to all reports or concerns of child on child sexual violence and sexual harassment, including those that have happened outside of school premises, and/or online.

To enable this, Culcheth High School operates a **'it could happen here'** approach and takes any reported incident seriously in order to address inappropriate behaviour (even if it appears to be relatively innocuous). This enables important interventions that help prevent problematic, abusive and/or violent behaviour in the future.

All incidents are dealt with in line the Keeping Children Safe in Education guidance (2022) and the school's safeguarding and child protection protocols and procedures.

LEGISLATIVE BASIS

This policy is underpinned by:

- School Standards and Framework Act, 1998
- Education and Inspections Act, 2006
- Education Act, 2002
- Equality Act, 2010
- Guidance from DoE, Behaviour and Discipline in Schools – Advice for Headteachers and school staff, January 2016.
- Guidance from DoE, Behaviour and Discipline in Schools – Guidance for Governors September 2015

- Guidance from DoE, Exclusions from maintained schools, academies and pupil referral units in England, September 2017
- Working Together to Safeguard Children 2018
- Keeping Children Safe In Education 2022

OTHER RELATED SCHOOL POLICIES

Anti-Bullying Policy
Drugs Misuse Policy
Safeguarding & Child Protection Policy
Attendance Policy
Charging & Remissions Policy

COMPLAINTS

All complaints are dealt with under the school Complaints Policy and this is available from the school on request or the website.

REVIEW

This policy will be revised by the Governing Body regularly.