



Behaviour Policy (including Behaviour for Learning)

Date of Issue: September 2021

Next Review Date: October 2022

Policy Cover Note

Title of the Policy	Behaviour Policy (including Behaviour for Learning)
Summary/Reason for bringing to Board for Approval	Amended
Statutory Requirement	Yes
Decisions to be made / recommendation on options	To be approved
Name of the author	Chris Airey
Date written	September 2021
Date for Review	October 2022
Policy/Procedure to be published on the trust website	Yes
Policy/procedure to be published on the Academy/Primary website	Yes
Amendments/Updates	

Behaviour Policy (including Behaviour for Learning)

1. Circulation

This policy will be circulated to staff and governors. It also applies to the wider community. A copy of the behaviour policy can be found on the school website.

The behaviour policy will be reviewed in October 2022.

2. Introduction

At Essa Academy, we believe that students should be able to learn in a calm, safe and engaging environment.

Positive discipline helps students to make the correct choices and prepares them for a life beyond the Academy. This behaviour policy sets out clear expectations to promote good behaviour between students, teaching staff, support staff, parents/carers and governors. Students must be clear of our high expectations (See Appendix 1 for full details); poor behaviour will result in sanctions being imposed whilst we promote and expect good behaviour we also reward good behaviour for learning.

This behaviour policy acknowledges the Academy's legal duties under the Equality Act 2010, in respect of safeguarding and in respect of all students including those with special educational needs and disabilities.

At Essa Academy we understand that behaviour can be as a result of safeguarding issues and we recognise the triggers these can cause in students. These issues will be taken into consideration and conversations will take place with the student, their families and the appropriate agencies if necessary.

3. Application

The Local Governing Body and the Principal intend that the Academy rules and sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of students when they are away from Academy premises and outside of the jurisdiction of the Academy. This would be where the conduct of a student or students have repercussions on the orderly running of the Academy, or affects the welfare of a member or members of the Academy community or a member of the public, or which brings the Academy into disrepute.

4. Promoting good behavior

At Essa Academy we believe that positive relationships are built upon mutual respect. It is important for all staff to know the needs, strengths and weaknesses of students. Teachers will use this information to inform their planning and the differentiation of tasks within their lessons. All staff model respectful relationships and have high expectations around the way students speak to each other and to them. Students are reminded of the Academy's expectations both in and outside of the classroom by all staff.

5. Rewards

Essa Academy is committed to recognising and praising students' positive behaviour, We believe that if students are to succeed, they must feel that their efforts are recognised and appreciated both at home and in the Academy. Essa Academy is committed to recognising and praising students' positive Effort, Standards, Spirit and Achievement. We believe that if students are to succeed, they must feel that their efforts are recognised and appreciated both at home and in the Academy.

The Academy uses a variety of ways to celebrate the success of students.

In lessons and around The Academy, staff use the Academy rewards system, through Class Charts. Weekly reports are shared with staff to analyse student behaviour across all faculty areas. We aim to create an environment where students strive to be successful and want to make the most of their abilities to achieve their full potential. Students who show positive behaviour for learning will be rewarded. The rewards that can be given and the reasons why are detailed in the table below.



	Reward	Can be rewarded for
E	Effort	Resilience Putting 100% into everything Striving for improvement
S	Standards	Being on time Correct uniform and equipment 97%+ attendance
S	Spirit	Doing the right thing Demonstrating energy and enthusiasm Going above and beyond
A	Achievement	Striving to achieve potential Making at least expected progress Setting high aspirations and goals

6. Consequences for unacceptable behavior

Every student at Essa Academy is responsible for his or her own behaviour. We expect students to take pride in our Academy and display positive behaviour learning. Students who do not show positive behaviour for learning will have a consequence for their actions.

The Academy recognises that the use of sanctions must be reasonable and proportionate to the circumstances of the individual case. The Academy will take into account the range of individual students needs including age, any special educational needs or disabilities and any religious requirements affecting the student, in determining an appropriate sanction.

The Academy uses the following consequence system to ensure learning is protected at all times.

Consequence	Actions
Warning	No further action at this time
C1	A <u>15 minute</u> detention following that lesson.
C2	Persistent C1 behaviour will be issued with a 30 minute detention that day and parents may be notified if deemed necessary.
C3	Persistent C2 behaviour will result in the student being removed to the Faculty Leader. Removal to the Faculty Leader <u>will result</u> in a 45 minute detention being issued that day. Heads of Year and Pastoral Support Managers should be informed. The Pastoral Team can support in ensuring challenging students attend the detention.
C4	Any disruption or defiance at Faculty Leader level will result in the student being removed by SLT. The student will be placed in Isolation and will serve a <u>1 hour</u> detention that day.

Students should recognise that their behaviour outside of the Academy may result in consequences. Outside of the Academy students are a representation of Essa and if their behaviour does not reflect our high expectations, then sanctions will be put in place. This includes the journey to and from school and on any other occasion where a student is wearing the school uniform including trips. This also includes any form of assault or the use of illegal substances or 'legal highs'.

Poor behaviour outside of the classroom should be referred to the Pastoral Team in the first instance.

C2-C4 behaviour will be logged in Class Charts. In addition CPOMS where appropriate. All safeguarding matters must be logged in CPOMS.

All students should arrive to the Academy with the correct equipment. If a student does not, an appropriate sanction will be put in place. All students must arrive to the Academy with a good sized bag containing a pen, pencil, ruler and eraser. PE kit should be brought in on the relevant day. Students are expected to carry a school bag with them throughout the day, however, in some instances, teachers may request that bags are stored in an appropriate place due to health and safety reasons.

Misuse of ICT will result in an appropriate sanction being put in place. Contact home may be made either by way of a phone call or letter home. Any ICT misuse during lesson time must be logged in Class Charts. Any concerns in relation to safeguarding our students online or otherwise should be reported to the Designated Safeguarding Leader (SOC) and appropriate action will be taken.

The Pastoral Team may notify the Police should a student's behaviour be criminal or pose a threat to a member of the Academy or the community.

Where behavioural issues give cause to suggest that a child is at risk of significant harm, the Academy's child protection policy will be followed and the appropriate outside agencies will be informed.

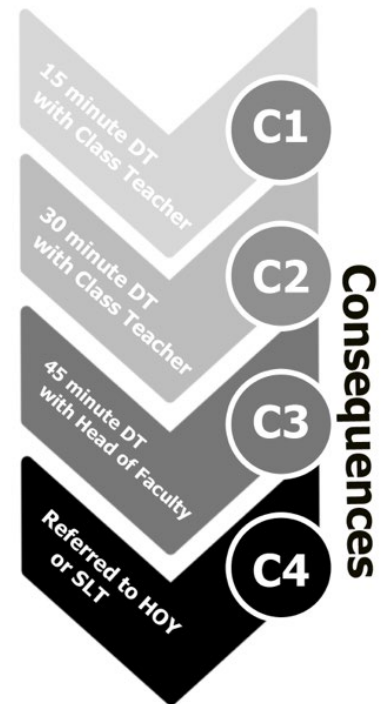
Detentions: 'Schools don't have to give notice of after school detentions' (Gov.UK 'School Discipline and Exclusions' April 2016 www.gov.uk/school-discipline-exclusions). In order to streamline systems and make sanctions immediate and effective all after school detentions (up to an hour) will be same day detentions.

This includes detentions for students who arrive to school late (unless in exceptional circumstances). The length of the detentions depends entirely on the severity of the issue (see C1-C4 above). A one off late may result in a 15 minute detention but for repeat offenders it may be up to an hour. If parents/ carers will be inconvenienced or compromised by this in any way it is the responsibility of the student to inform Reception so that parents/ carers can be informed. School staff should not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:

- Whether the detention is likely to put the pupil at risk.
- Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.

When issuing/ enforcing a detention staff should always check with the student that they can get home safely and whether parents/ carers need to be informed for alternative travel arrangements. 'It does not matter if making these arrangements are inconvenient to the parent' (Behaviour and Discipline in Schools 2016 www.gov.uk/government/publications).

Internal Exclusion: Students may be placed in Internal Exclusion for more severe incidents such as C4, fighting, abusive language etc. This will be at the discretion of the Academy. The Assistant Principal PDBW will be the lead person for Isolation to ensure parity. Students who repeatedly disrupt learning (2-3 C's in one day), arrive to school late on a regular basis or without the correct equipment may also be placed in IE.



Students who repeatedly arrive to the Academy without their bag, equipment or in incorrect uniform may also be sent home to change/ get their bag. Any time wasted in this way will be made up after school. Students in IE will be provided with work, including access to ICT for research, GCSE revision etc. Students in IE for the full day will spend break and lunch time in IE. Lunch will of course be provided if required. Students in IE will usually serve a detention (up to 1 hour) after school that day.

Peer-on-Peer abuse: incidents of peer-on-peer abuse will be both investigated and recorded (on CPOMS) rigorously. Any incidents of Peer-on-Peer abuse will be dealt with using the full range of sanctions and dependent upon the seriousness of the incident. This includes students who know about incidents of peer on peer abuse and do not report it. This could include fixed term or permanent exclusion. Please refer to The Peer-on-Peer Abuse policy for further details.

LGBT: Any incidents of bullying or discriminatory behaviour relating to LGBT will be dealt with using the full range of sanctions and dependent upon the seriousness of the incident. This includes students who know about incidents and do not report it. This could include fixed term or permanent exclusion. Please refer to LGBT policy for further details.

7. Exclusions

The Academy follows Government guidance on exclusions, unless there is a good reason to depart from it. The Academy aims to operate within the principles of fairness and natural justice.

Exclusions can take the form of:

- Internal exclusion
- Fixed term exclusions
- Permanent exclusions

If a student's behaviour is deemed inappropriate and a C4 is issued, the student will be placed in Internal Exclusion at the discretion of the Principal or Assistant Principal of PDBW.

The Academy's policy on exclusions applies to serious breaches of Academy discipline occurring on Academy premises and also outside of the Academy. Examples of this could be assault, serious aggression, whether verbal or physical, towards students and staff or any other behaviour deemed serious both in and out of the academy. Please see the Academy's separate exclusions policy.

8. Malicious allegations against staff

Where a student makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy. This may include a referral to the police to consider if action might be appropriate against the accused.

Where such an allegation is made, appropriate support will be provided to the members of staff affected.

9. Searching students

At Essa Academy safeguarding is our number one priority. Current legislation (Education and Inspections Act 2006 and Education Act 1996) gives the Principal and staff authorised by them the statutory power to confiscate, retain and dispose of items from a student as a punishment so long as it is reasonable to do so. They have the right to search for prohibited items. The law protects staff from damage to and loss of any confiscated items providing staff have acted lawfully.

'Searching, screening and confiscation' January 2018 makes clear that:

- school staff can search a pupil for any item if the pupil agrees

- Headteachers and staff authorised by them have a statutory power to search pupil or their possessions without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:
- Offensive weapons/Knives
 - Alcohol
 - Illegal drugs/ 'legal highs'
 - Stolen property
 - Tobacco and cigarette papers including e-cigarettes
 - Fireworks or equivalent
 - Pornographic images
 - Any article that is likely to be used to commit offence, cause injury or damage to property
 - Any item banned by the Academy

We have a zero tolerance approach to these items. Possession of, or the handling of any of the above could result in a permanent exclusion. In all cases Parents/Carers will be informed.

If a pupil refuses to be screened, the school may refuse to have a pupil on the premises.

If a pupil fails to comply, and the school does not let the pupil in, the school has not excluded the pupil and the pupil's absence should be treated as unauthorized.

Searches should be undertaken by staff of the same sex and with a witness of the same sex present.

A search without consent, without the Principal's authorization and without same sex members of staff or witnesses may take place in exceptional circumstances only when the member of staff suspects there is an immediate risk of serious harm.

10. Use of reasonable force (see Use of Reasonable Force Policy)

11. Anti-bullying (see Anti Bullying Policy)

Essa operates a zero tolerance approach to bullying of any kind

Students are encouraged to speak to an adult they trust if they are being bullied or know of someone who is being bullied.

Students can also access an anonymous support system (SHARP) on the Academy Website Homepage 'thesharpsystem' whereby any instances of bullying can be reported and dealt with

If a student finds themselves being bullied on-line then evidence should be kept (for example a screen grab) and this could possibly be presented to the Police, as this type of bullying is seen as illegal and can be followed by prosecution. The Academy will take their lead from the Police in these cases.

All students receive information, advice and support during form time and through assemblies on how to deal with bullying and raise their awareness of the different types of bullying e.g. racism, LGBTQ, sexual exploitation, religious, cyber bullying etc.

12. Liaison with parents, carers and outside agencies;

12.1 Parents/Carers

The Academy will keep parents informed of their child's progress and achievements. The Academy will notify parents directly with any serious concerns relating to behavioural issues. Parents and carers should ensure that:

- They correct uniform is worn.
- They work alongside the Academy to develop a consistent approach for addressing behaviour issues.
- They apply appropriate sanctions at home to address poor behaviour at the Academy.
- They supervise learning at home to ensure work is completed to an appropriate standard.
- Their child attends everyday, on time and with the correct equipment
- They notify the Academy of any change of circumstances for example medical needs, change of contact details.
- They attend school events and meetings.

12.2 Outside Agencies

When necessary the Academy adopts a child centered multi-agency approach to support students and their families. Examples of outside agencies include: CAMHS, Social Care, Early Intervention Team, School Nurse Service.

13. Evaluation/monitoring/performance

The Academy regularly evaluates and monitors the performance of students, working alongside parents and outside agencies. We value the power of working in a partnership.

The success of the policy will be evaluated by the Assistant Principal Behaviour and Attitudes

14. Guidelines related to positive behaviour for learning

14.1 Uniform requirements

It is compulsory that only those items stipulated within the Academy uniform list, are permitted to be worn by students. The uniform must be worn by all students who are on roll at Essa Academy at all times, without exception. The uniform requirements apply to students attending off-site provision/ activities and activities out of hours, unless parents/carers are advised otherwise.

Trainers are not permitted to be worn in the Academy except in PE practical sessions. All shoes must be plain black in colour and where students arrive at the Academy in trainers/pumps or shoes that are not black or are canvas material, they may be asked to return home to replace with the correct footwear. On some occasions an alternative form of footwear may be offered enabling the student to remain in the Academy and continue learning. Students, who refuse to accept the consequence or refuse to wear the alternative footwear offered, may be excluded from the Academy or placed in IE.

Denim style black trousers and 'legging' type trousers are not acceptable Academy wear. Elastic, stretchy skirts are not permitted. Skirts should be of a reasonable length approaching the knee.

All students should arrive to the Academy with the correct equipment. If a student does not, an appropriate sanction will be put in place. All students must arrive to the Academy with a good sized bag containing a pen, pencil, ruler and eraser. PE kit should be brought in on the relevant day. Students are expected to carry a school bag with them throughout the day,

Students who contravene the uniform/ equipment requirements may be required to return home to replace the inappropriate uniform and return to their learning as soon as possible in the correct uniform. Whenever possible, students will be loaned replacement uniform or placed in IE. Students, who refuse to accept the consequence or refuse to wear the alternative uniform offered, may face further sanctions.

Essa Academy operates a zero tolerance approach to body piercings. Students are allowed to wear one pair of stud type earring. Nose studs are not allowed. All other jewellery and body piercings will be confiscated and returned on collection by parents/carers.

Students are not permitted to attend the Academy with hair shorter than a 'number 2' cut. No extremes of hairstyles, for example 'tramlines' (including eyebrows) or non-natural hair colourings, are permitted. Subtle make-up is permitted, however, the Principal reserves the right to instruct removal of make-up should it be deemed unacceptable

The length of a student's nails should also be kept to an acceptable minimum in respect of the Health and Safety requirements for practical activities such as Sports etc. Failure to comply with any of the above rules will result in isolation until the issue is resolved.

14.2 Mobile phones and earphones

The Academy rules stipulate that mobile phones/electronic devices can not be used at any point during the Academy day. This includes at breaks and lunchtime. Mobile phones should be kept in bags and not seen at any time. Students wishing to contact parents/carers should contact their appropriate HOY and likewise parents/carers should refrain from contacting students directly and ring the Academy on 01204 333222. This prevents any misunderstandings and miscommunication.

Students should never have mobile phones out in lessons or out around the Academy as this negatively impacts on learning. Students must not use their phone to record or take photographs of members of the Academy community. This rule also applies to earphones. Students must not use earphones around the Academy at any time.

Any student in breach of the above rules will have their mobile phone/earphones confiscated with immediate effect and this will only be returned at the end of the day. Repeat offenders will only have their phone returned through collection from parents or carers.

14.3 Energy Drinks/ Fizzy Pop

The Academy does not allow energy drinks with caffeine content (Redbull, Monster etc) or fizzy drinks (such as Coke, Lucozade etc). These will be confiscated and they will not be returned.

14.4 Drugs/prohibited substances

Students found supplying or distributing illegal substances or intoxicating substances face Permanent Exclusion from the Academy. Students found in possession of illegal substances may face Permanent Exclusion but will automatically receive Fixed Term Exclusion. All students will be referred to the Police to be dealt with under the misuse of Drugs Act.

14.5 Bladed articles/weapons (including replicas)

Any student found in possession of a bladed article or weapon of any type or size could face Permanent Exclusion in line with government guidance. At the very least he/she will receive a Fixed Term Exclusion. All students found in possession of a bladed article or weapon will automatically be referred to the Police and dealt with accordingly.

In law fireworks such as 'bangers' etc are classed as firearms. Essa Academy operates a zero tolerance approach in relation to fireworks (and all other imitation firearms). This will result in a Fixed Term Exclusion with the possibility of Permanent Exclusion in line with government guidance.

Any student found selling or distributing goods/merchandise (including soft drinks and chocolate) will have the items confiscated and they will not be returned. A detention, Isolation and in some cases an Exclusion may be issued.

14.6 Smoking

Essa Academy is a No Smoking site and as a result operates a strict No Smoking policy. Students found in possession of cigarettes, e-cigarettes, lighters or any smoking paraphernalia will have it confiscated and it will not be returned. A detention, isolation and in some cases an Exclusion may be issued where students are caught or suspected of smoking.

14.7 Chewing gum

Chewing gum is also banned from the Academy site and should not be brought into the Academy.

15. Reports

Students may be placed on report for a variety of reasons including concerns relating to attendance, punctuality, uniform, equipment/ standards, progress or for behaviour. The report system starts with Form Tutors but may then escalate to Head of Year, Senior Pastoral Staff and ultimately to Senior Leadership Team. Serious cause for concern could result in a student being placed on report further up this scale. We will endeavour to deal with issues internally but will contact parents should we feel the need. We will however, contact parents/ carers if students continue to show little improvement to these interventions. If there are no signs of improvement then students may then be subject to further interventions which could include outside agencies, part-time timetables or a Managed Move to another school or exclusion (see previous section on Exclusion). Parents/ carers will always be fully involved in this process.

References

This policy is based on advice from the DFE on:

School Discipline and Exclusions (May 2013)

Behaviour and discipline in schools: *Advice for headteachers and school staff* (January 2016)

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies (February 2014) <https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Working together to safeguard children (March 2015)

Keeping children safe in education: for schools and colleges (March 2016)

Related policies

Anti-bullying policy Exclusion policy

Child protection policy Attendance and punctuality E-Safety policy

Safeguarding and child protection Equality policy

Uniform policy

Special Educational Needs and Disability policy

Use of Reasonable Force Policy

Peer on Peer Abuse Policy

Covid 19 Behaviour Policy