

Treviglas Academy
Part of The Roseland Multi-Academy Trust



**Student Behaviour Policy
(Statutory)**

Approved: Spring 2024
Next Review: Spring 2025

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

The Roseland Multi Academy Trust provides outstanding education for its communities. All students have the right to love their learning within an environment that is happy, respectful and challenging and where everyone feels valued and able to reach their full potential. This Behaviour Policy complements the Teaching and Learning Policy for the school and is built on a foundation of kindness, responsibility and ambition.

In order for the support systems in place to work effectively, it is a prerequisite that all lessons should:

- Follow the Treviglas lesson structure
- Utilise the Learning Routines in every lesson
- Effectively implement the curriculum
- Be inclusive of all students by adapting teaching for individual needs and learning styles
- Include opportunities to acknowledge achievement, effort and progress, both informally and formally

The following Values of the Trust are known by the whole school. They summarise the 'intent' of our behaviour curriculum and are regularly discussed with staff and with students.

- Kindness
- Ambition
- Responsibility

Opportunities are sought regularly through assemblies, PSHE, and tutor time to share the expectations of the school in order that students are supported to meet the expected high behaviour standards at the school. They are shared with staff on a weekly basis through briefings, staff meetings and in CPD opportunities. They are shared with parents and carers through the Parent Forum and correspondence with home. The routines, rules and consequences are both clear and easily understandable to students, staff and parents.

The Trust Board believes that appropriate behaviour in all aspects of school life is necessary. It seeks to create an inclusive, caring and supportive learning environment in the school by:

- Promoting appropriate behaviour and discipline
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- Ensuring equality and fairness of treatment for all
- Encouraging consistency of response to both positive and negative behaviour
- Promoting early intervention
- Providing a safe environment; free from disruption, violence, bullying and any form of harassment
- encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the school's policy and associated procedures

- Promoting a culture of praise and encouragement in which all students can achieve

Roles and Responsibilities

- The Trust Board will establish, in consultation with the headteacher, staff and parents/carers, a policy for the promotion of desired behaviour and keep it under review. It will ensure that this is communicated to students and parents, is non-discriminatory and the expectations are clear. Trustees will support the school in maintaining high standards of desired behaviour of students and staff
- The headteacher will be responsible for the implementation and day-to-day management of the behaviour curriculum. Staff induction processes, training and support about the school's behaviour curriculum is provided on a regular basis. Different aspects of the behaviour policy will be shared by the headteacher and the senior leadership team with staff and students at least once per week through briefings, assemblies, communications home, meetings and CPD sessions.
- Staff, including teachers, support staff and volunteers, will be responsible for acting when students misbehave using the consequences within this policy. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the headteacher on the effectiveness of the policy and procedures. They also have responsibility, with the support of the headteacher, for creating a high-quality learning environment, teaching positive behaviour for learning and implementing the school's Tool's for Improvement consistently
- The Trust Board, headteacher and staff will ensure there is no differential application of the policy and procedures on any grounds, in line with the protected characteristics. They will also ensure that the concerns of students are listened to, and appropriately addressed
- Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of their child both inside and outside the school. The school will encourage parents to work in partnership with the school to assist it in maintaining high standards of appropriate behaviour and will be actively encouraged to raise with the school any issues arising from the operation of the policy. **Parents are expected to use the Satchel One platform or App to monitor their child's homework, achievements, behaviours and detentions**
- Students are expected to take responsibility for their own behaviour and will be made fully aware of the behaviour standards and expectations for behaviour within lessons. Students will also be encouraged to take responsibility for their social and learning environment making it both safe and enjoyable by reporting all inappropriate behaviour. **Students are expected to use the Satchel One platform or App to monitor their own homework, achievements, behaviours and detentions**

Code of Practice

All staff need to be aware of students who are on the school Record of Need, in particular those who are in receipt of an Educational, Health and Care Plan (EHCP), and employ rewards and sanctions accordingly. It is never acceptable at Treviglas to sanction a student in a way which goes against the EHCP and sanctions and rewards are adapted to support students with Special Education Needs. It is therefore imperative that all staff ensure familiarity with the Record of Need and the students mentioned therein.

Treviglas consequences for behaviour

All behaviours (both positive and negative) and detentions will be recorded and shared on Satchel One. This will immediately notify parents via the Satchel One App or platform

Treviglas Academy rewards

The following guidelines for rewards have been agreed and staff will use them within levels as outlined below:

0 Point:

- Non-verbal praise – smile/nod
- Verbal congratulation/enthusiasm for student idea/success

2 Point:

- Positive entry on the data system (Satchel One) to acknowledge reward (Kindness, Ambition, Responsibility)

4 Point:

- Positive entry on the data system (Satchel One) to acknowledge reward (Kindness, Ambition, Responsibility)
- Recognition in tutor group/assembly
- Recognition as part of the reporting process

Students achieving positive points on Satchel One will be rewarded periodically with more substantial experiences.

Treviglas Academy sanctions for poor learning behaviours

The aim of this sanction system within the Behaviour Policy is to enable all students to learn and feel safe, as is their right. All staff set out the school expectations clearly. Students are given a fresh start every day and in every lesson. The following procedures for sanctions have been agreed and staff will use them within levels as outlined below:

Staff Sanctions

These are used to promote improved behaviour for learning and support all students to follow the standards expected at Treviglas Academy. Examples of behaviour that

will lead to a staff sanction include disruption, shouting out, boisterous behaviour in the corridors, off-task behaviour, defiance, unsafe behaviour etc. The member of staff will issue:

- Verbal encouragement to support a positive behaviour choice
- Redirection
- Verbal warning

0 Point Sanction

Staff will issue a '0 point sanction' if they have to address a minor poor behaviour either in class or during unstructured times. This may lead to a short detention, or conversation after the lesson has finished, with the member of staff to discuss the behaviour in question.

1 Point Sanction

Staff will issue a '1 point' sanction for repeated poor behaviour or as an escalation from a '0 point' behaviour.

Students are not usually removed from lessons for a '1 point sanction'.

If a student is issued with a '1 point' sanction they will automatically receive a 10 minute centralised detention at breaktime in Reflection. It is the student's responsibility to attend this scheduled detention. If a student doesn't attend this 10 minute detention, they will automatically be placed in a 60 minute after school detention.

2 Point Sanction

Staff will issue a '2 point' sanction for significant poor behaviour or as an escalation from a '1 point' behaviour.

Students are removed from lessons for a '2 point' sanction to avoid disruption to other students' learning. They will then attend the school Reflection Room.

When a student is issued with a '2 point' sanction, they will automatically receive a 60 minute After School Detention. It is the student's responsibility to attend this scheduled detention and parental responsibility to provide transport home after the detention. If a student doesn't attend this 60 minute After School Detention, they will automatically be placed in the school's Reset Room for their next day of school.

3 Point Sanction

'3 point' sanctions are usually issued by a member of the Leadership Team when a student's behaviour is persistent and/or serious.

Any defiance from a student towards staff will result in a 3 point sanction. If a student receives two '2 point' sanctions in the same day, this will be escalated to a '3 point' sanction. All 3 point sanctions will result in the student being placed in the school's Reset Room for at least 5 periods.

Reflection Room

Any '2 point' sanction will result in a student being placed in the school Reflection Room. This room is staffed by our Inclusion Support Manager. A student will remain in this room until they complete a reflection task and can demonstrate an

understanding of their poor behaviour and show readiness to return to their learning. For most students, this is the end of the lesson they received the sanction for.

Reset Room

This room is staffed by members of the Leadership Team and often used as an alternative to issuing a suspension. If a student fails to achieve the expected standards of behaviour in Reset, they will be suspended. All students returning from suspension will spend at least one full day in Reset. Students' break times in Reset will be adapted and different to those of the rest of the school.

A suspension can be given for:

Examples of behaviours that may lead to a suspension include:

- Persistent and escalated defiance of the school rules
- Failure to achieve expected behaviour standards in Reset
- Smoking/Vaping on site. This includes having items involved in smoking/vaping and/or being in the company of others involved in smoking/vaping
- Rudeness/abuse/defiance towards staff
- Significant poor/dangerous behaviour towards other students

Treviglas Academy reserves the right for any incident to be escalated to a suspension, at the Headteacher's discretion, if it is deemed a serious and/or escalated presentation of these behaviours.

Support is put in place on a student by student basis, considering any specific needs. These may include:

- Adjustment to behaviour policy in lessons
- Support from the Student Support team
- Tutor Report
- Head of Year Report
- Support from external agencies

Detentions

Treviglas detention procedures seek to be in line with government advice. The key points to note are:

- Schools are entitled to give detentions which take place within the school day e.g. break and/or lunchtime, but students must be given an opportunity to eat, drink and visit the toilet. Therefore at Treviglas, a break time detention will be no more than 20 minutes long and then there are 10 minutes left to eat, drink and go to the toilet if needed.

Students must arrive at their detention promptly.

- An After School Detention will have the duration of one hour after school. The school will inform parents via Satchel One if an After School Detention has been put in place. Government guidance affirms that schools don't have to give parents notice of After School Detentions or tell them why a detention has been given. It is the student's responsibility to attend this scheduled

detention and parental responsibility to provide transport home after the detention.

Students must arrive at their detention promptly.

If a student continues to have a poor attitude toward learning, then the following processes will be triggered to support the child to improve their behaviour:

- Tutor Report
- Head of Year Report
- Key Worker Report

Suspensions/Exclusions

Only the Headteacher, or a person acting with the Headteacher's authority, can suspend/exclude a student from school. A permanent exclusion will be taken as a last resort.

A decision to suspend/exclude a student will be taken only:

- in response to serious or persistent breaches of the school's behaviour policy, and
- if allowing the student to remain in school would seriously harm the education or welfare of others.

Before deciding whether to suspend/exclude a student, either permanently or for a fixed period, the Headteacher will:

- consider all the relevant facts and evidence, including whether the incident(s) leading to the suspension/exclusion were provoked;
- allow the student to give their version of events;
- consider if the student has special educational needs (SEN)

Suspensions (Short Fixed Term Exclusions)

The following procedures will apply for suspensions (short fixed term exclusions). This is a very serious sanction. Only the Headteacher or, in case of absence, and as delegated, a member of the Leadership Team, can issue a suspension. A member of the Leadership Team will provide work to be completed at home. Following a suspension, a reintegration meeting will be held involving the student, parents/carers, a member of senior staff and other staff, where appropriate.

When returning from suspension, all students will spend at least one full day in Reset.

Permanent Exclusion

In rare circumstances the decision might be taken to permanently exclude a student. This will need to be done when all other options have been explored. Reasons for permanent exclusion include actions which endanger or threaten other students or staff. The school will always follow statutory procedures laid down for such exclusions and will ensure that contact with appropriate agencies is made as early as possible in support of the student.

Police

There may be exceptional circumstances where, in the headteacher's judgement, it is appropriate to inform the police of a suspension (fixed term or permanent). These might include:

- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Supplying an illegal drug
- Carrying an offensive weapon

The Headteacher will consider whether or not to inform the police where such an offence has taken place and, if appropriate, the local Police will be informed. The headteacher will also consider whether or not to inform other agencies, e.g. social workers etc.

Education Welfare Officer

The Education Welfare Officer will be notified of all suspensions (fixed term or permanent) by the headteacher. The Education Welfare Officer works with the school to support attendance in school.

Board of Trustees

The Chair of the Trustees will be notified of all suspensions (fixed term or permanent) by the headteacher.

Parents/carers have the right to make representations about the decision to exclude to the Trust Board. If a parent/carer wishes to make representations then they are asked to contact Mrs Laura Keam, lkeam@theroseland.co.uk . Whilst the Trust Board has no power to direct reinstatement, they must consider any representations that parents/carers make and may place a copy of their findings on the child's school record.

Procedures

The procedures arising from this policy will be developed by the headteacher in consultation with the staff. The procedures help make the consequences to serious examples of misbehaviour transparent to all students, parents and staff members and provide reassurance that expectations of behaviour and responses to misbehaviour are consistent, fair, and predictable.

The procedures will be monitored by the Headteacher, via the Deputy Headteacher, to ensure they are consistently and fairly applied, and will promote personal responsibility and the principle that every member of the school has a responsibility towards every other member of the whole community.

When an incident of very poor behaviour occurs it may be necessary for students and staff to complete an Incident Master. Accounts should be taken as soon as possible following an incident. Students may be isolated from peers and not returned to lessons during an investigation if this is necessary to ensure safety and/or learning. All investigations will proceed as quickly as possible. Where there is uncertainty regarding a serious incident multiple accounts may be required to establish the balance of probability.

Under no circumstances will illegal or inappropriate items be brought into school, and all students will respect and look after the school premises and environment. The following behaviour is regarded as serious misbehaviours and will result in a 3 point sanction, internal exclusion, fixed term suspension or a permanent exclusion, depending on the circumstances:

- Verbal abuse to staff and others
- Verbal abuse to students
- Physical abuse to/attack on staff
- Physical abuse to/attack on students
- Indecent behaviour
- Damage to property
- Use of illegal drugs or other substances including psychoactive substances (formally known as 'legal highs')
- Possession of an illegal drug
- Supplying an illegal drug
- Alcohol consumption
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the student's behaviour.

Malicious Allegations/Accusations by Students against School Staff

Allegations of abuse of students by school staff are taken seriously and we will deal with any allegations quickly in a fair and consistent way that provides effective protection for the student and supports the person who is the subject of the allegation. Students who are found to have made deliberately false allegations will face a suspension or Permanent Exclusion.

Physical Abuse

Physical abuse/fighting is a very serious breach of our behaviour policy and goes against our culture of kindness. There is never an excuse or reason for using violence as there will always be a member of staff somewhere close for advice and help. An incident that involves a physical assault may lead to a fixed term suspension or permanent exclusion. A reintegration meeting with the student and parent/carer is essential before the student can return to their normal timetable. The meeting will focus on the support the student receives as well as the measures to ensure it will not happen again. Repeated physical conflict/fighting will result in a permanent exclusion.

Drugs

Treviglas Academy will not tolerate drug use of any sort on school property or during off-site school activities. The school will discipline any person found to be in possession of drugs or equipment related to drugs very seriously. This includes solvents and any other substance that can be misused or harmful. Students suspected of, or found to be in possession of drugs in school will face either a suspension or permanent exclusion. Students suspected of, or found to have used drugs in school will face either a suspension or permanent exclusion. They will also be referred to external agencies for support. Any student found to have supplied drugs in school will be issued with a Permanent exclusion.

Tobacco/vaping

In line with legislation, the school has a policy of No Smoking in the building or anywhere on the school site. Any involvement of a student in any tobacco or vaping related activity will likely lead to a suspension.

Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student found to be involved in any alcohol related activity will likely lead to a suspension.

Bullying

According to the DfE document 'Preventing and Tackling Bullying – Advice for Head teachers, staff and Governing Bodies' (2017), bullying may be defined as:

'Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally'.

Specific types of bullying include those relating to:

- Race, religion, culture or gender
- Sex or disabilities
- Appearance or health conditions
- Sexual orientation
- Young carers or looked after children or otherwise related to home circumstances
- Sexist or sexual bullying. It can take place between students, between students and staff, parents and staff or between staff; by individuals or groups; face-to-face, indirectly or using a range of cyberbullying methods

Acts of bullying can include:

- Name-calling
- Taunting
- Mocking
- Making offensive comments
- Kicking
- Hitting
- Pushing
- Taking belongings

- Inappropriate text messaging and emailing
- Sending offensive or degrading images by phone or via the internet e.g. Via social networking sites
- Producing graffiti
- Gossiping
- Excluding people from groups
- Spreading hurtful and untruthful rumours

Cyber bullying can be defined as the use of information and communications technology particularly mobile phones, tablets and the internet, deliberately to upset someone else. Cyber bullying that occurs while students are under the schools direct supervision will be dealt with in line with this Policy.

In cases where cyber bullying occurs while students are outside our direct supervision (i.e. at home), parents and carers will be encouraged to report these incidents to the police as criminal laws (such as those pertaining to harassment, threatening and menacing communications) may apply. The school wherever possible will support parents and carers in this.

Any student found to be involved in any bullying related activity will lead to sanction which will correlate to the seriousness of the incident. This may lead to a fixed term suspension and at least one day in internal exclusion or a permanent exclusion.

Harmful Sexual Behaviour Including Sexting

Sexually harmful behaviour from young people does not always occur with the intent to harm others. There may be many reasons why a young person engages in sexually harmful behaviour and it may be just as distressing to the young person who instigates it as well as the young person it is intended towards. Sexually harmful behaviour may range from inappropriate sexual language, inappropriate role play, to sexually touching another or sexual assault/abuse. This also includes sexting when someone sends or receives a sexually explicit text, image or video. This includes sending 'nude pics', 'rude pics' or 'nude selfies'.

Pressuring someone into sending a nude picture may occur in any relationship and to anyone, whatever their age, gender or sexual preference. However, once the image is taken and sent, the sender has lost control of the image and these images could end up anywhere. By having in their possession, or distributing, indecent images of a person under 18 on to someone else, young people are not even aware that they could be committing a criminal offence.

Any student found to be involved in any harmful sexual behaviour will lead to sanction which will correlate to the seriousness of the incident. This may lead to a fixed term suspension and at least one day in internal exclusion or a permanent exclusion.

Racist/Homophobic comments

If a member of the school community hears or witnesses comments that could be viewed as racist or homophobic it will be and witness accounts will be taken and a decision made, All investigations will proceed as quickly as possible. Where there is

uncertainty regarding a serious incident, multiple accounts may be required to establish the balance of probability.

Any student found to be making racist or homophobic comments will lead to a sanction which will correlate to the seriousness of the incident. This may lead to a sanction which may be a suspension and at least one day in internal exclusion or a permanent exclusion.

Screening, Searching and Confiscation.

The retention, confiscation and disposal of certain items should be applied in a reasonable and proportionate way as part of the school's Behaviour Policy. Criteria for confiscating items might include – jewellery that presents a health and safety risk, or items that counter the ethos of the school, for example racist or pornographic materials. The school will seek police advice, for example, about suspected illegal drugs or items which might be used as weapons.

School staff can search students with their consent for any item. The consent does not have to be in writing. If a member of staff suspects that a student has a prohibited item and the student refuses to agree to be searched then the school can sanction the student in accordance with the student behaviour policy.

A Headteacher or a member of staff authorised by the Headteacher can carry out the search for prohibited items where there are reasonable grounds for suspecting that a student is in possession of a prohibited item.

The member of staff must be the same gender as the student and another member of staff should act as a witness. However, a search can be carried out by a member of staff who is of the opposite gender to the student and without a witness where the staff member reasonably believes that there is a risk of serious harm to a person if such a search is not carried out immediately and it is not reasonably practicable to call another member of staff. In such cases, staff should consider the increased expectation of privacy for older students.

School staff can seize any prohibited item found as a result of a search. They can also seize any item that they consider harmful or detrimental to school discipline.

Off-site Behaviour

Disciplining off-site behaviour covers the school's response to all non-criminal poor behaviour and bullying which occurs anywhere off the school premises and which is witnessed by a member of staff or reported to the school by a member of the public.

This includes any bad behaviour when the young person is:

- Taking part in any school-organised or school-related activity or
- Travelling to or from school or
- Wearing school uniform or
- In some other way identifiable as a student at the school

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another student or member of the public or
- Could adversely affect the reputation of the school

In all of these circumstances the Headteacher will also consider whether it is appropriate to notify the police of the actions taken against a student. If the behaviour is criminal or poses a serious threat to a member of the public, the police should always be informed.

Mobile Devices

Mobile phones and mobile devices are a feature of modern society and most of our students own them. Increasing sophistication of mobile phone and mobile device technology presents a number of issues for schools and schools:

- The high value of many phones and mobile devices
- The integration of cameras and recording devices into phones and mobile devices, leading to potential child protection/data protection issues
- The potential to use the phone and mobile device at inappropriate times i.e. For texting whilst on silent mode

It is not realistic to prohibit phones and mobile devices being brought to school, nor is it logistically possible for schools or schools to collect phones or mobile devices in each morning and return them in the afternoon. It is, therefore, our policy to allow students to have a mobile phone and mobile device with them in school under the conditions outlined in the below.

1. Phones and mobile devices must not be used by a student in school for any purpose (i.e. phoning, texting, surfing the internet, taking photos, checking the time). Students are not permitted to use personal digital equipment, including mobile phones, cameras, 'smart watches' for any reason including to record images of students, staff and others. Students and staff must have permission from the Headteacher or a member of the Senior Leadership team before any image can be uploaded for publication
2. The sending of inappropriate text messages between any members of the school community is not allowed. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device
3. Phones and mobile devices must always be switched off (not on silent mode) and kept in their bags (not pockets).
4. If a student breaches these rules the phone or mobile device will be confiscated and given in to reception. The student will be able to collect the phone or mobile device from the reception office at the end of the school day if they have handed the device to an adult without argument.
5. Phones, smart watches and mobile devices must not be taken into examinations under any circumstances.
6. It is also requested that students use mobile devices appropriately on school transport. Inappropriate use of mobile devices on school transport will not be sanctioned

The school accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones or mobile devices. It is the responsibility of parents and students to ensure mobile phones and mobile devices are properly insured.

Links with other Policies

This behaviour policy is linked to our exclusions policy.