



Student Behaviour and Discipline Policy

Policy Code:	SW4
Policy Start Date:	December 2016
Policy Review Date:	December 2018

Please read this policy in conjunction with the policies listed below:

- SW5 Safeguarding and Child Protection Policy
- SW9 Parental Communications and Complaints Policy
- SW3 Misuse of Drugs Policy
- SW6 Anti-Bullying Policy
- ICT2 E-Safety Policy



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1. Policy Statement

- 1.1** This policy shall apply to all students and employees of The Priory Federation of Academies Trust.
- 1.2** The policy outlines the manner in which student behaviour will be managed and relates to the following legislation:
- *Education Act 1996; Education and Inspections Act 2008; Section 93, Education and Inspections Act 2006; The School Information (England) (Amendment) Regulations 2012* which require schools to publish their written statement of principles on a website.
- 1.3** The Priory Federation of Academies Trust supports the principles enshrined in Articles 28 (right to education) and 29 (goals of education) of Unicef's Rights of the Child Charter. The Trust endorses the position that: "Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment."
- 1.4** Any procedures used specifically to support children with significant challenging behaviour will be in line with the Local Authority's "Ladder of Intervention" and be used only when necessary.

2. Responsibility and Implementation

- 2.1** It is the responsibility of all employees to adhere to this policy and, wherever possible, to resolve issues swiftly and effectively. The implementation of this policy on an operational level is the responsibility of the Senior Leader responsible for student welfare in each Academy.

3. Policy Details

3.1 Introduction

- The Priory Federation of Academies aims to promote an environment where everyone feels valued and respected. We will endeavour to develop positive relationships between students, adults working in the academies, parents and other members of the wider academy community where everyone is treated fairly and with equal respect. We are a caring community whose values are built on mutual trust and respect for all. Our aim is to encourage and help to develop self-discipline and responsible behaviour in all students in order to support



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this ethos. Its fair and consistent implementation is the responsibility of all staff.

- This policy provides generic responses to Student Behaviour, which need to be implemented having due regard to the age and maturity of students.
- Where Academies are mentioned throughout, this also includes the Robert de Cheney Boarding House at The Priory Academy LSST, the Keyworth Centre at The Priory City of Lincoln Academy and the Early Years setting at The Priory Witham Academy, as well as the Trust's French Centre.

3.2 A Positive Approach Supporting Principles and Values

- We acknowledge that positive behaviour is a prerequisite for effective teaching and learning, to which all students have equal access and with equal regard. We will ensure the reinforcement of Academy aims at individual, class and Academy levels, supported by positive adult role models. This policy aims not only to promote a set of values for each Academy, but a set of values that our students will take into the community both whilst they are at Academy and after they leave. A curriculum that promotes the spiritual, moral, social and cultural development of the students in our care will support this philosophy. Each Academy will play an important part in providing students with these values.
- Our policy seeks to lead students towards high self-esteem and self-discipline. Good discipline arises from positive relationships and from setting expectations of good behaviour.
- Each Academy will promote a set of values based on the principles of:
 - Honesty
 - Trust
 - Courage
 - Courtesy
 - Fairness
 - Tolerance
 - Compassion
 - Respect for truth and justice
 - Self-discipline
 - Awareness of the needs of others
 - Responsibility for one's own actions



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3.3 General Rights and Responsibilities

- All teachers have the right to teach
- All students have the right to learn
- Everybody has the right to be and feel safe
- Everybody has the right to be listened to
- Everybody has the right to dignity and personal respect

3.4 Rights and Responsibilities of all staff members

- To recognise their duty to work together with students to ensure they can achieve their potential, whilst promoting mutual respect
- To ensure lessons are adequately prepared and resourced
- To create an orderly atmosphere conducive to learning and effective teaching
- To make expectations of behaviour clear to all students
- To provide positive adult role models of caring, considerate and cooperative behaviour
- To have high expectations of the students in terms of behaviour
- To treat each student fairly and ensure that the Academy's expectations are applied consistently
- To reward and celebrate good behaviour
- To adhere to the Academy's reward and sanction system

3.5 Rights and responsibilities of all students

- To show consideration to others
- To be polite at all times
- To act in a responsible manner at all times
- To dress smartly and to adhere strictly to the Academy's uniform expectations
- To complete all the work set to the best of your ability
- To show respect for other people's property
- To support each other and staff
- To be punctual to Academy and lessons
- To arrive at Academy properly equipped and ready for work
- To follow the Academy rules
- To engage in their learning at all times, never distracting others



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3.6 Rewards and Sanctions

Strategies for responding to acceptable behaviour:

Students who demonstrate the aforementioned may be rewarded by;

- praise from staff
- comments in books
- Academy's reward system
- displays of work
- letters home to parents
- involvement in academy trips
- an invitation to meet the Governors and/or the Headteacher
- awards at the Academy's Award Ceremonies

Strategies for responding to unacceptable behaviour:

The Member of Staff/Form Tutor/Boarding Tutor is responsible for inducting students in the expectations of the Academy, and thereafter sustaining the basis of good discipline and responsible behaviour.

Each case will be treated individually and specific circumstances taken into account.

For those students who demonstrate unacceptable behaviour, the following sanctions are available:

- classroom strategies
- departmental or year detention
- academy detention and letter home
- telephone call to parent
- withdrawal of certain privileges

For more serious offences such as bullying, persistent disruption of learning, fighting, vandalism, theft, actions likely to put students or staff at risk of harm, some of the measures below may be appropriate, after there has been consultation with Senior Staff:

- interview with Pastoral Leader or Senior Teacher (Pastoral)
- withdrawal of privileges
- removal from timetable (parents notified by phone or in writing)
- the use of the report system
- student and parent interview
- fixed-term exclusion



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- referral to external providers of appropriate alternative provision
- placement for a specified period with an external provider of appropriate alternative provision
- a managed move
- placement on a PSP (Pastoral Support Programme)
- removal from boarding
- permanent exclusion (parents have a right to make representation to governors and the right to make an independent appeal)

Any measures related to an exclusion period of any duration will follow DfE guidance on exclusions (e.g. *Exclusion from maintained schools, academies and pupil referral units in England*).

In circumstances where intervention by the Class Teacher/Member of Staff/Form Tutor/Boarding Tutor has left the situation unresolved or the behaviour continues, then a senior member of staff will be consulted and therefore take on the responsibility for addressing particular difficulties and implementing their Academy sanction and reward systems.

Each Academy will respond, as far as possible and where appropriate, to reported student behaviour outside the Academy e.g.:

- 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 pupil at the school

It will also respond to misbehaviour at any time, whether or not the conditions apply, that:

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

In all of these circumstances, the Headteacher should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority 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. In addition, school staff should consider whether the misbehaviour may be linked to the child suffering, or being likely to suffer, significant harm. In this case, the Academy staff should follow the safeguarding policy and inform the Designated Safeguarding Lead (DSL) or a Designated Safeguarding Officer (DSO).



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3.7 Drug-related incidents

- Students who commit a drug-related offence may expect to be excluded (See SW3 Misuse of Drugs Policy.) However, exclusion should not be the automatic response to a drug incident and permanent exclusion should only be used in serious cases.

3.8 Fixed Term Exclusions

- The Trust takes the view that fixed term exclusions should be used sparingly and in instances where other academy sanctions/consequences/support strategies and involvement of parents/carers have not had a positive impact upon student behaviour. Where a very serious 'one-off' incident occurs or where a pupil's behaviour is seriously persistently disruptive the Headteacher may decide that a fixed term exclusion is appropriate.
- The final decision for a fixed term exclusion rests with the Headteacher following consideration of all available evidence of each individual case. A student can only be excluded by the Headteacher or in their absence from the Academy by a delegated Senior Leader.
- The Trust is keen to ensure there is a balance between the use of exclusions to deal with persistent disruption and their impact on an individual student's ability to re-engage with their learning.
- Upon return from a fixed term exclusion the student and parents/carers will attend a reintegration meeting with either the Headteacher or delegated Senior Leader to discuss the incident and agree any further intervention or support strategies needed.

3.9 Permanent Exclusions

- The Trust takes the view that permanent exclusions are a last resort; in instances where other academy sanctions/consequences/support strategies/fixed term exclusions and involvement of parents/carers have not had a positive impact upon student behaviour. Where a very serious 'one-off' incident occurs or where a pupil's behaviour is seriously persistently disruptive the Headteacher may decide that a permanent exclusion is appropriate.



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- Cases where this decision would be taken might include instances where allowing the student to remain within the academy will seriously harm the education or welfare of students or others in the academy.
- The final decision for a permanent exclusion rests with the Headteacher following consideration of all available evidence of each individual case.

4. Prohibited and banned Items

- 4.1** All stakeholders will recognise that there is a broad range of items which, if brought into a school setting or in the possession of a young person, could compromise the health and safety of the individual student, other members of the school community, including students, staff or visitors to the academy.
- 4.2** The Priory Federation of Academies Trust has a duty under paragraph 7 of Schedule 1 to the Independent School Standards (England) Regulations 2010 to ensure that arrangements are made to safeguard and promote the welfare of the students in all its academies.
- 4.3** In accordance with the DfE's guidance *Searching, Screening and Confiscation (February 2014, updated September 2016)* Headteachers and staff authorised by them have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.
- 4.4** See Appendix A for a list of prohibited items and those items held by The Trust to be 'banned items' in each academy.
- 4.5** The Trust considers that all of the items listed in Appendix A are inappropriate and possession of such items on academy premises, on the journey to and from the academy, on an academy visit or any extra-curricular activity (on or off the academy premises) is unacceptable.
- 4.6** All searching, screening or confiscation will be carried out by a senior member of staff (authorised by the Headteacher) and in accordance with the DfE guidance *Searching, Screening and Confiscation*. Any prohibited or banned items found will be confiscated and locked in a secure place. A photograph/photocopy of the confiscated item will be taken. A search form will be completed and signed by the members of staff carrying out the search and the student. The student will be



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removed to isolation and given the opportunity to make a statement concerning their reasons for having this item in school. Parents/carers will be contacted by telephone and may be invited to the school to discuss the issue. The Headteacher will consider whether appropriate to inform the police. In the event that the item has been used to intimidate, threaten or harm others, the police will be informed. The headteacher will follow the advice in the DfE guidance *Searching, Screening and Confiscation* when deciding whether to pass the confiscated item to the police, destroy it or return it.

- 4.7** The Trust understands that students can make poor choices and that these choices may from time to time breach the standards of expected behaviour, or a student may foolishly or unwittingly bring into the academy an inappropriate, prohibited or banned item. When considering the consequences of such an event, the Headteacher or designated member of staff will thoroughly investigate the circumstances. If necessary the Headteacher may issue a fixed-term exclusion whilst this process is underway. When reviewing the appropriate response, the Headteacher will have regard to any likely consequences following from any breach including safeguarding the student involved, impact on students, members of staff and the wider school community.
- 4.8** The Headteacher will always consider their safeguarding responsibilities arising from the discovery of a prohibited or banned item and the Designated Safeguarding Lead (DSL) will make referrals as appropriate. Each academy will always consider a multiagency approach to addressing wider needs including completing an Early Help Assessment with the family. Referrals to appropriate external support agencies will be made where necessary.
- 4.9** The response to any student found with or believed to have possession of a prohibited or banned item will be managed in accordance with this policy.

5 Policy change

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



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Appendix A Prohibited and Banned Items

Prohibited items

The DfE's *Searching, Screening and Confiscation* advice from 2014, updated in 2016, identifies prohibited items as:

- Knives or weapons

The definition of 'knife' in this document includes any bladed article including – craft knife, Stanley knife, Swiss Army knife, fishing knife, razors, kitchen knives or any bladed item. The term 'weapon' refers to any gun, including air rifle, BB gun, toy guns, pellet guns, crossbow, tasers, blow pipes, knuckledusters or any similar item made for the purpose of assault or defence.

- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).

This list is not exhaustive; it is not constrained by the criminal definition of an offensive weapon but refers to any item which could cause harm, injury or distress to the holder or others, or which could be used to threaten, alarm, distress or intimidate others.

Banned items

In addition to the items identified above there are a number of other items which could cause harm, distress or injury to students or persons, or could adversely affect good order and discipline of the school community. The Trust consider that the following items are inappropriate and should not be brought into the academy:



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- Chains
- Catapults
- Lighters/matches
- Tools, e.g. screwdrivers, hammer, nails etc
- Pepper sprays and gas canisters
- Any item fashioned to cause injury, e.g. a sharpened stick
- Laser pens
- Dangerous chemicals, e.g. acids, hair dyes, bleaches
- Aerosol (including deodorant and hair spray)
- E-Cigarettes
- Stink bombs
- Solvents, legal highs or other substances
- Super glue
- Needles (syringes if required for medical grounds should be kept in accordance with the student's Individual Medical Care Plan and the Trust's Medical Treatment Policy)
- Offensive material, e.g. anything pornographic, racist, homophobic, transphobic, extremist material
- Rope and cable ties

This is not an exhaustive list and the Headteacher may consider other items as inappropriate if they believe that the possession of the item is to cause harm, distress or injury to another.



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This Policy has been approved by the Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.