



Behaviour Policy

School	City Academy Birmingham
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COLLABORATION • OPPORTUNITY • RESPECT • EXCELLENCE

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Statement of intent

City Academy Birmingham believes that, in order to ensure all students achieve their potential, acceptable behaviour must be demonstrated in all aspects of school life.

The school is committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority, and positive relationships based on mutual respect.
- Ensuring equality and fair treatment for all.
- Praising and rewarding good behaviour.
- Challenging and disciplining poor behaviour.
- Providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging positive relationships with parents/carers.
- Developing positive relationships with our students to enable early intervention.
- A shared approach which involves students in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education Act 1996
- The Education Act 2002
- The Equality Act 2010
- The Education and Inspections Act 2006
- The Health Act 2006
- The School Information (England) Regulations 2008
- DfE 'Behaviour and discipline in schools' 2016
- DfE 'Sexual violence and sexual harassment between children in schools and colleges' 2018

2. Roles and responsibilities

2.1. The governing board has overall responsibility for:

- The implementation of this Behaviour Policy and of the behaviour procedures at the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy, as outlined in the school's Complaints Policy.

2.2. The headteacher is responsible for:

- Establishing the standard of behaviour expected by students at the school.
- Determining the school rules and any disciplinary sanctions for breaking the rules.
- The day-to-day implementation of this policy.
- Publishing this policy and making it available to staff, parents/carers and students at least once a year.

2.3. All members of staff, volunteers and support staff are responsible for:

- Adhering to this policy and ensuring that all students do too.

- Promoting a supportive and high-quality learning environment, and for modelling high levels of behaviour.
 - As authorised by the headteacher, punishing students who display poor levels of behaviour. This responsibility includes the power to discipline students even when they are not in school or in the charge of a member of staff.
- 2.4. Students are responsible for:
- Their own behaviour both inside school and out in the wider community.
 - Reporting any unacceptable behaviour to a member of staff.
- 2.5. Parents are responsible for the behaviour of their child(ren) inside and outside of school.

3. Definitions

- 3.1. For the purpose of this policy, the school defines “serious unacceptable behaviour” as any behaviour which may cause harm to oneself or others, damage the reputation of the school within the wider community, and/or any illegal behaviour, including, but not limited to, the following:
- **Discrimination** – not giving equal respect to an individual on the basis of disability, gender, race, religion, age, sexuality and/or marital status
 - **Harassment** – behaviour towards others which is unwanted, offensive and affects the dignity of the individual or group of individuals
 - **Vexatious behaviour** – deliberately acting in a manner so as to cause annoyance or irritation
 - **Bullying** – a type of harassment which involves criticism, personal abuse or persistent actions which humiliate, intimidate, frighten or demean the individual
 - **Cyberbullying** – the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature
 - Possession of legal or illegal drugs, alcohol or tobacco

- Possession of banned items
- Truancy
- Refusing to comply with disciplinary sanctions
- Theft
- Swearing, racist remarks or threatening language
- Fighting or aggression

3.2. For the purpose of this policy, the school defines “low level unacceptable behaviour” as any behaviour which may disrupt the education of the perpetrator and/or other students, including, but not limited to, the following:

- Lateness
- Low level disruption and talking in class
- Failure to complete classwork
- Rudeness
- Lack of correct equipment
- Refusing to complete homework, incomplete homework, or arriving at school without homework
- Disruption on public transport
- Use of mobile phones without permission
- Graffiti

3.3. “Unacceptable behaviour” may be escalated as “serious unacceptable behaviour” depending on the behaviour breach.

4. Training of staff

4.1. The school recognises that early intervention can prevent bad behaviour. As such, teachers will receive training in identifying problems before they escalate; this can be behaviour problems in the classroom or during breaks/lunchtime.

4.2. Teachers and support staff will receive training on this policy as part of their new starter induction.

4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Student expectations

5.1. Students will be expected to follow the school Code of Conduct which requires students to:

- Conduct themselves around the school premises in a safe, sensible and respectful manner.
- Arrive to lessons on time and fully prepared.
- Follow reasonable instructions given by the teacher.
- Behave in a reasonable and polite manner towards all staff and students.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested.
- Hand in homework at the time requested.
- Report unacceptable behaviour.
- Show respect for the school environment.

6. Smoking and drug policy

6.1. In accordance with part 1 of the Health Act 2006, our school is a smoke free environment. This includes all buildings, out-buildings, playgrounds, playing fields and sheltered areas.

6.2. Parents/carers, visitors and staff are instructed not to smoke on school grounds and should avoid smoking in front of students and/or encouraging students to smoke.

6.3. Students are not permitted to bring smoking materials or nicotine products to school. This includes, but is not limited to, cigarettes, e-cigarettes, lighters, matches or pipes.

6.4. In the interest of health and hygiene, the school requests that people refrain from smoking outside the school gates.

6.5. Students and staff are required to follow the school's Drug and Alcohol Policy.

7. Prohibited sexual harassment

7.1. The school prohibits all forms of sexual discrimination including sexual harassment, gender-based bullying and sexual violence.

7.2. Types of conduct that are prohibited in the school and may constitute sexual harassment under this policy include, but are not limited to, the following:

- Unwelcome sexual flirtations or propositions, invitations or requests for sexual activity
- Sexual comments, such as making lewd comments or sexual remarks about clothing and appearance, and calling someone sexualised names
- Sexual “jokes” or taunting, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Unwelcome communication that is sexually suggestive, degrading or implies sexual intentions, including written, verbal, online etc.
- Physical behaviour, such as deliberately brushing against, grabbing, massaging or stroking an individual’s body
- Taking, displaying, or pressuring individuals into taking photos of a sexual nature
- Exposing, or causing exposure of, underclothing, genitalia, or other body parts that are normally covered by an individual, through means including, but not limited to, mooning, streaking, “upskirting”, “down blousing”, or flashing
- Purposefully cornering or hindering an individual’s normal movements
- Engaging in the improper use of school-owned devices and the internet including, but not limited to, the following:
 - Accessing, downloading or uploading pornography
 - Sharing pornography via the internet or email
 - Creating or maintaining websites with sexual content
 - Participating in sexual discussions through email, chat rooms, instant messaging, social media, mobile phone or tablet apps, or any other form of electronic communication

7.3. The school will respond promptly and appropriately to any sexual harassment complaints in line with the Complaints and Grievance Procedure and Policy; appropriate steps will be taken to stop the harassment and prevent any reoccurrence.

- 7.4. Punishments for incidents of sexual harassment will be determined based on the nature of the case, the ages of those involved and any previous related incidents.
- 7.5. The school will address the effects of harassment and will provide counselling services for victims, or academic support services if the harassment has affected performance.

8. Rewarding good behaviour

- 8.1. The school recognises that students should be rewarded for their display of good behaviour.
- 8.2. The school will use the following rewards for displaying good behaviour:
- Verbal praise
 - Value credits
 - Value awards
 - Certificates
 - Postcards home
 - Prizes
 - Value points
 - End of term whole-year/whole-value rewards

9. Punishing poor behaviour

- 9.1. Teachers are able to discipline students whose behaviour falls below the established Code of Conduct at the school.
- 9.2. If a student misbehaves, breaks a school rule, or fails to follow instructions issued by a member of staff, the teacher is able to punish the student for their poor behaviour.
- 9.3. In order for the punishment to be lawful, the school will ensure that:
- The decision to punish a student is made by a paid member of school staff, or a member of staff authorised to do so by the headteacher.

- The decision to punish a student is made on the school premises or whilst the student is under the charge of a member of staff, such as during an educational trip/visit.
 - The decision to punish a student is reasonable and will not discriminate on any grounds, such as disability, race, special educational needs – as per the Equality Act 2010 in respect of safeguarding students with special educational needs, and any other equality rights.
- 9.4. The school will ensure that all punishments are reasonable in all circumstances, and will take into account the student's age, religious requirements and any special educational needs or disabilities.
- 9.5. The headteacher may delegate the power to punish poor behaviour to volunteers, such as parents/carers who assist during an educational visit/trip.

10. Behaviour off school premises

- 10.1. Teachers are able to punish students for misbehaviour outside of the school premises.
- 10.2. Teachers may discipline students for misbehaviour off the school premises when the student is:
- Wearing school uniform.
 - Travelling to or from school.
 - Taking part in any school-related activity.
 - In any way identifiable as being a student at the school.
- 10.3. Teachers may also discipline students for misbehaviour off the school premises that, irrespective of the above:
- Could negatively affect the reputation of the school.
 - Could pose a threat to another student, a member of staff at the school, or a member of the public.
 - Could disrupt the orderly running of the school.

- 10.4. Any bullying witnessed outside of the school premises and reported to a member of staff, will be dealt with in accordance with the school's Anti-bullying Policy.
- 10.5. The school will impose the same behaviour sanctions for bullying incidents and non-criminal bad behaviour which is witnessed outside of the school premises, as would be imposed for the same behaviour conducted on school premises.
- 10.6. In all cases of misbehaviour outside of the school premises, teachers will only impose any behaviour sanctions once the student has returned to the school premises or when under the supervision of a member of staff.

11. Behaviour and sanctions

- 11.1. Where students display aggressive and/or threatening behaviour, or illegal activity discovered, the school will not hesitate to contact the police.
- 11.2. Any student displaying aggressive and/or threatening behaviour may be removed from the premises.
- 11.3. Teachers have the freedom to impose sanctions as they see fit depending on the behaviour, and age, of the student:
 - In the first instance, the teacher will tell the student to stop the behaviour, explaining to the student why their behaviour is unacceptable and issue a warning.
 - If the student continues to behave badly, the teacher will issue a slip that will be logged in their passport and on the school system as a negative behaviour incident; the teacher will advise that if they continue, they will receive a referral which may be a 30 or 60 minute detention.
 - Sanctions will be dependent on the seriousness of the misdemeanour.
 - If a student misses break/lunchtime detentions or receives a detention, the student's passport will be updated as the home/school communication.

- If a student misbehaves on the playground, the same process will be followed.
- 11.4. The school has a range of disciplinary measures which can be used, including, but not limited to, the following:
- Giving a verbal warning
 - Providing extra work or repeating unsatisfactory work until it meets the required standard
 - Setting additional work as punishment, e.g. writing tasks
 - Taking away privileges, e.g. not being able to participate in non-uniform days, or losing extra, prized responsibility.
 - Missing break/lunchtime, or detentions during lunchtime and after school
 - Engaging in school-based community service, e.g. picking up litter
 - Placing the student on report for constant monitoring or other consistent behaviour checks
 - Excluding the student either temporarily or permanently, in extreme cases.
- 11.5. Teachers will use their judgement when issuing sanctions, taking into account whether they believe the student's behaviour was intentional, especially if it is the first time the student has displayed this behaviour.
- 11.6. At all times, teachers will discuss the behaviour with the student to ensure the student understands why it is inappropriate and to prevent any reoccurring behaviour.
- 11.7. The school does not take serious unacceptable behaviour lightly, and will not hesitate to act in the best interest of the students within the school.
- 11.8. Following an allegation of serious unacceptable behaviour, the student may be placed in seclusion whilst an investigation takes place.

- 11.9. If, following an investigation, the allegation is found to be true; the appropriate disciplinary action will be issued.
- 11.10. Any decision made to exclude a student will only be done so by the headteacher in accordance with the school's Exclusion Policy.
- 11.11. All bullying incidents will be dealt with in accordance with the procedures outlined in the school's Anti-bullying Policy.
- 11.12. Any allegations made against a member of staff's behaviour and misconduct will be dealt with in accordance with the school's Managing Allegations of Abuse Against Staff.
- 11.13. The school will consider whether the behaviour displayed by the student gives reason to suspect that the student is suffering, or is likely to suffer, significant harm. In these instances, the procedures outlined in the school's Child Protection and Safeguarding Policy will be followed.
- 11.14. The school will also consider whether the displayed behaviour is an indicator that the student's educational, or other, needs are not being met. In this instance, the school will consider whether a multi-agency assessment of the student's behaviour would be beneficial.

12. Seclusion room

- 12.1. The school may decide to move students to a separate room away from other students for a limited period – this is known as the seclusion room.
- 12.2. The school will only move students to seclusion where absolutely necessary, and where the process outlined in section 11 of this policy has been followed and has failed to resolve the behaviour issue.
- 12.3. The school will ensure that student's health and safety is not compromised during their time in seclusion, and that any additional requirements, such as special educational needs, are met.

- 12.4. The amount of time that a student spends in seclusion is up to the school to decide. This could be for more than one school day.
- 12.5. The school will ensure that the student is not kept in seclusion any longer than necessary.
- 12.6. Appropriate work will be provided for the students to complete.
- 12.7. Students are permitted to eat during the allocated times of the school day and may use the toilet as required.

13. Detentions

- 13.1. The school will make it clear to parents/carers and students that they are able to use detention as a sanction.
- 13.2. All staff at the school are able to impose detention on a student.
- 13.3. The headteacher may decide to delegate the power to impose detention to volunteers, such as parents/carers who assist during educational visit/trips.
- 13.4. The following indicate the times during which detention can be issued outside of school hours:
 - Any school day where the student is not authorised to be absent
 - Any non-teaching day, e.g. INSET days
- 13.5. Parental consent is not required for detentions and therefore, the school is able to issue detention as a sanction without first notifying the parents/carers of the student.
- 13.6. When issuing detentions, members of staff will ensure that they do so reasonably within the given circumstances, and that they take into account any additional needs of the student.
- 13.7. If the detention is during lunchtime, time will be allocated to allow the student time to eat, drink and use the toilet.

14. Items banned from the school premises

14.1. Fire lighting equipment:

- Matches, lighters, etc.

14.2. Drugs and smoking equipment:

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drugs
- Any other drugs, except medicines covered by the prescribed medicines procedure

14.3. Weapons and other dangerous implements or substances:

- Knives (including all bladed items)
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals
- Any other item deemed to be able to be used as a weapon.

14.4. Other items:

- Liquid correction fluid
- Chewing gum
- Sugary and caffeinated energy drinks
- Mobile phones (these are allowed in their bag but must not be seen)
- Offensive materials (i.e. pornographic, homophobic, racist etc.)

15. Confiscation of inappropriate items

- 15.1. All members of staff are able to use their power to search without consent for any of the items mentioned in section 14 of this policy.
- 15.2. Searches will be conducted with another staff member as a witness, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff. Where possible a senior member of staff will be present during searches.
- 15.3. Staff members may instruct a student to remove outer clothing, including hats, scarves, boots and coats.
- 15.4. A student's possessions will only be searched in the presence of the student and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff.
- 15.5. A staff member carrying out a search can confiscate anything upon which they have reasonable grounds to suspect is a prohibited item.
- 15.6. The school is not liable for any damage to, or loss of, any confiscated item.
- 15.7. The police will be contacted if any weapons, knives, illegal substances and extreme or child pornography are discovered by a member of staff.
- 15.8. For all other items, it is at the discretion of the member of staff to decide if, and when, an item will be returned to a student.
- 15.9. Parents/carers will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the school office.

16. Use of reasonable force

- 16.1. Members of staff are able to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging property.
- 16.2. Members of staff are also able to use reasonable force in order to maintain good order and discipline in the classroom.
- 16.3. The headteacher and other authorised members of staff are able to use reasonable force when conducting a search without consent for certain prohibited items, including the following:
 - Knives
 - Weapons
 - Illegal drugs
 - Stolen items
 - Tobacco and cigarette papers
 - Fireworks
 - Pornographic images
 - Any articles that have been used, or could be used, to commit an offence or harm
- 16.4. Though members of staff are able to search for all of the items listed in section 14 of this policy, reasonable force will only be used, if necessary, to search for the items listed above.

17. Controlled substances

- 17.1. City Academy Birmingham has a zero tolerance policy on illegal drugs and legal highs.
- 17.2. Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present.
- 17.3. The staff member will store the sample in the school safe.

- 17.4. The incident will be reported to the police immediately. The police will then collect the item and deal with it in line with their agreed protocols.
- 17.5. The school will not hesitate to name the student from whom the drugs were taken to the police, and a full incident report will be completed.
- 17.6. Any further measures will be undertaken in line with the school's Child Protection and Safeguarding Policy.
- 17.7. Where controlled substances are found on school trips away from the school premises, the parents/carers/guardians of the student, as well as local police, will be notified.

18. Outside school and the wider community

- 18.1. Students at the school must agree to represent the school in a positive manner.
- 18.2. The guidance laid out in the Code of Conduct applies both inside school and out in the wider community, particularly if the student is dressed in school uniform.
- 18.3. Complaints from members of the public about bad behaviour by students at the school are taken very seriously and will be dealt with in accordance with the Complaints Procedure Policy.

19. Monitoring and review

- 19.1. This policy will be reviewed by the headteacher and governing board on an annual basis, who will make any necessary changes and communicate this to all members of staff.

Behaviour Policy			

