

HOLLINGBOURNE PRIMARY SCHOOL

BEHAVIOUR and PASTORAL POLICY

AIMS:

- 1) It is the school's intention that every child should feel secure, comfortable and valued.
- 2) It is the school's intention to do all it can to promote personality development that is honest, good natured and caring.
- 3) It is the school's intention that every child shall behave in a way which considers others, and which takes the needs of the learning situation into account.
- 4) The school will promote self-discipline in every respect of work and behaviour.

RULES AND MORAL CODE:

SCHOOL RULES:

Think of others by being kind, courteous and considerate at all times.
Always try your best.

ETHOS AND VALUES:

The school has a friendly, caring and industrious ethos based on Christian values. Politeness and courtesy are expected and a high regard for learning is developed at an early age.

STEPS TO ENCOURAGE GOOD BEHAVIOUR:

- 1) Good behaviour is recognised and praised at every opportunity.
- 2) Children are encouraged to welcome visitors and to care for each other.
- 3) Moral development is promoted through the school assembly and within religious education.
- 4) Good work is given credit both in the classroom and before the whole school at the weekly showing assembly.

STEPS TO DEAL WITH UNACCEPTABLE BEHAVIOUR:

- 1) A child who is unhappy about anything (feels threatened, unfairly treated, needs help etc,) is encouraged to speak straight away to a member of staff.
- 2) A member of staff who finds a child miserable, bullied or mis-behaving will speak to the child/children concerned with a view to discovering the cause/circumstances and will deal with the situation. Many minor problems can be dealt with in this way without recourse to further measures.
- 3) More serious behaviour problems will be dealt with as follows:
 - a) Action within school

- The pupil is spoken to by a teacher. It is made clear what they have done wrong, that their behaviour is unacceptable and what is expected of them in the future.
- The pupil is kept in during morning break and/or lunch break for extra work, time to reflect, lines or whatever is most appropriate.
- The pupil is sent to head teacher who will explain the gravity of the situation including further action to be taken if the child does not conform to expectation.
- b) Loss of privilege
 - The pupil forfeits their next opportunity to play in a school team, attend an after school activity, or any other (particularly after school) activity provided by the school.
- c) Parental involvement
 - If behaviour continues to be unacceptable, the child's parents are contacted, the problem discussed with them and a line of action agreed.
 - The child is disciplined at home.
 - A daily report is sent home from school to be read and signed by parent.
 - A daily visit to school by parent to monitor child's behaviour.
- d) A Pastoral Support Programme (PSP) is written by the SENCO in collaboration with the Class teacher, the parents and the pupil to agree strategies to manage behaviour and support the pupil.
- e) Outside help
 - If it is thought appropriate, or if the above fails, a suitable outside agency is contacted for help/advice.
- f) Suspension/Exclusion
 - In extreme cases of unacceptable behaviour, where all approaches have been exhausted, suspension or exclusion from school will be considered and used if necessary.

RISK ASSESSMENT

A Risk Assessment may be written for an individual who the school are concerned may be at risk of injuring themselves or a third party due to their behaviour.

BULLYING: - Please see Anti Bullying Policy.

POSITIVE HANDLING:

- 1) The use of reasonable force to manage dangerous or out of control behaviour is a last resort only to be used when all other approaches to control the situation have failed. In such cases the minimum amount of force will be used.
- 2) Incidents

The occasions when reasonable force may need to be exerted on a pupil are to prevent them doing or continuing to do any of the following:

 - committing a criminal offence
 - injuring themselves or others

- causing damage to property (including pupils own property)
 - seriously disrupting the school
- 3) Intervention
- This may take one of several forms:
- Escorting – Accompanying for protection and guidance
 - Holding – To assert authoritatively
 - Restraint – Physical control as defined by the application of force with the intention of overpowering the child to prevent them from harming themselves or others or damaging property
- 4) Follow up / Reporting
- Staff and pupils involved will need time to calm down and reflect on the incident
 - It is only when pupils are provided with the opportunity to consider alternatives to the behaviour that caused the incident that any learning will take place
 - Forms to record any incident and follow-up are provided in the Counties Education and Libraries Positive Handling Policy (see below).
- 5) Where positive handling becomes necessary the teacher involved should enlist the support of another member of staff if possible. It is also the duty of other members of staff to offer assistance.
- 6) The school adopts the full County Education and Libraries Positive Handling Policy, which is summarised above. The County Policy has comprehensive definitions and a copy is available in the second drawer of the filing cabinet in the upstairs office.

RACIAL HARRASSMENT:

Racial harassment is not tolerated in school and any incident will be dealt with in the same way as other unacceptable behaviour. All such incidents will be recorded and reported to the governors at their termly meeting, and to the LEA in the annual report.

DRUGS INCIDENTS:

Given the nature of the school, drugs incidents, like racial harassment, will be rare. Drugs education is, though, an occasional topic on the local schools cluster agenda and part of the KCSA services to the school. In school drugs education is delivered through the science curriculum including the safe use of medicines.

Any drugs related incident causing concern will be taken up with parents and the Education Welfare Officer.

ATTENDANCE:

Maximum attendance is required for pupils to achieve to the full. The school expects the highest standard of punctuality and attendance. Where absence is deemed essential this must be discussed with the headteacher, but leave of absence will only be granted in the most exceptional circumstances.

STEPS TO PROMOTE GOOD ATTENDANCE:

- 1 Whilst it is understood that genuine illness is unavoidable, good attendance is promoted and praised at every opportunity (e.g. a child's full attendance for a month, half-term, term).
- 2 Good attendance is recognised at the end of each academic year by the presentation of certificates to those with an outstanding record.

STEPS TO REDUCE ABSENCES:

- 1 Parents are required to explain all absences from school for their child. Where such explanations are unsatisfactory, this is pointed out to the parent.
- 2 If there is doubt about the validity of absences, particularly where a child's absence rate is high, the Educational Welfare Officer will be asked to investigate.
- 3 Penalty notices will be issued where absence is sufficient to qualify for them.
- 4 The following steps may be taken by the E W O:
 - a letter to the parents pointing out the problem and offering any appropriate help.
 - a home visit to investigate the circumstances and explain the parents' responsibility / liability.
 - prosecution.

CHILD ABUSE CASES:

All staff have a copy of the school's Child Protection Policy Statement. This gives the procedure for responding to any concerns. Further information is given in the Child Protection Procedure Manual, kept in the staff room. Any concerns must be shared with the Designated Child Protection co-ordinator or the governor with responsibility for child protection.

- DSL (Designated Safeguarding Lead) : Mr R.C. Baldock
- Responsible Governor : Mrs V Smith

** DCSF Guidance "Safe to Learn: Embedding anti-bullying work in schools"*

<http://www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/safetolearn/>

***Anti Bullying Alliance guidance*

http://www.antibullyingalliance.org.uk/Page.asp?originx_4237co_4721421398769u17h_2007627412x