



BEHAVIOUR POLICY

September 2018

Review date: September 2021

Review led by L. Lloyd (Deputy Headteacher)

This policy should be read in conjunction with the following school policies:

- Child Safeguarding
- Anti-Bullying
- E-Safety
- Use of Control and Reasonable Force
- Attendance
- ICT Acceptable Use
- Complaints
- Equality and Diversity Policy
- Barr Beacon School Prospectus and Induction Booklet

1. BEHAVIOUR POLICY

1.1 Barr Beacon School aims to provide the highest quality education, maintaining a disciplined, caring environment in which **teachers can teach and pupils can learn**. Our Behaviour Policy rests on a set of shared values:

- The right of all members of the school and wider community to be treated with dignity and respect
- The right of all members of the school and wider community to work in a clean, well-resourced and well-cared for physical environment
- The right of all members of the school and wider community to be safe and secure at all times from any threat to their personal well-being

1.2 The most important principle of our Behaviour Policy is that we should all treat each other as we ourselves would wish to be treated. We encourage respect for everyone as an individual, making sure our words and actions do not cause inconvenience or offence to anyone. Barr Beacon School's Home School Agreement encompasses our shared values and is signed by parents, pupils and school (Appendix A).

1.3 On admission to the school, all parents and pupils sign the school's Home-School Agreement (Appendix A) and agree to support the school in this regard. In order to safeguard their own rights and the rights of others, it is necessary for all members of the school community to accept a number of responsibilities.

2. Code of Behaviour/Conduct

2.1 The school's Behaviour Policy sets out to clarify the responsibilities which are shared by everyone involved in the community of Barr Beacon School. The policy relates specifically to the following areas of school life and pupil behaviour in the wider community:

- Respect for others, through good manners, acceptance of differences, and the ability to work cooperatively with and alongside other pupils and staff and in the local community
- Respect for property, the school and the wider community, through care for the environment, personal possessions and school equipment
- Honesty and fairness in relationships with pupils and staff, and contributions to the community
- Pupils take responsibility for their own learning, progress and behaviour
- Pupils behave in a manner which allows other pupils to enjoy their learning experiences
- Excellent attendance and punctuality
- Pride in appearance and personal hygiene
- Compliance with the school in terms of uniform, appearance and expectations (please refer to the school's Prospectus, Induction Booklet and website)
- Good personal organisation
- Effort and commitment towards academic achievement, and constructive participation in all aspects of school life
- Effort and commitment towards the development of positive social and working relationships with staff and pupils in school, and in the community

2.2 In summary, the school Behaviour Policy aims to:

- Promote self-discipline and proper regard for authority; encourage good behaviour and respect for others
- Help pupils develop confidence in their skills and abilities; foster in pupils the organisational skills they will need in order to apply their abilities effectively in supporting their lifelong learning
- Encourage pupils to work hard, and show effort and persistence with work which is difficult

- Develop pupils' social and interpersonal skills, and enable them to get along well with their peers and with adults
- Safeguard each pupil's happiness and emotional and physical well-being, and ensure the highest standards of personal achievement for all

2.3 In line with Barr Beacon School's Behaviour Policy, pupils may be disciplined for: any misbehaviour when a child is:

- taking part in any school organised or school related activity;
- travelling to and from school;
- wearing school uniform;
- in some other way identifiable as a pupil at the school.

2.4 misbehaviour at any time, whether or not the conditions above 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.

3. Persistent Disruptive Behaviour

3.1 Persistent disruptive behaviour that impacts upon the learning of other pupils at Barr Beacon will not be tolerated and may result in permanent exclusion.

4. Isolations and Exclusions

4.1 Barr Beacon School follows the DfE guidance on exclusions https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_guidance_Web_version.pdf 'Exclusion from Maintained Schools, Academies and Pupil Referral Units in England' (September 2017).

4.2 The Headteacher alone has the right to exclude a pupil.

4.3 Barr Beacon School will endeavour to put support strategies in place to ensure that a pupil is not in danger of being permanently excluded.

4.4 Through consultation with teaching and support staff, the pastoral team will implement targeted intervention for pupils. This is to support pupils who may be identified as having specific behavioural difficulties; this may include time spent in the Success Centre or referral to the school counsellor.

4.5 Exclusions and isolations are used:

- As a sanction for inappropriate behaviour
- To remove a child from school to protect other children/staff
- To ensure learning continues for other pupils
- To reinforce the high standards of the school
- To improve a pupil's behaviour

4.6 Exclusion is a serious sanction and should have a salutary effect on other pupils as well as the offender. An alternative to exclusion is an isolation, where pupils are placed in the school's isolation room. Wherever appropriate, external agencies may be involved to support a pupil. Pupils are expected to serve their full time in the isolation room successfully. School will implement strategies to support a child's return to lessons following their time in isolation. This may include; mediation, Success Centre courses, school counsellor, report card, reflective work or impositions. (This list is not exhaustive)

4.7 Exclusion from school is most effective when:

- Pupils are excluded to work at home (work will be provided)
- Parents support the exclusion with sanctions at home, for example with withdrawal of privileges, grounding during the exclusion period. Parents are also expected to ensure that their child is not in a public place during school hours as this may incur a penalty notice from the Local Authority.

4.8 It is not always possible to follow a range of sanctions. Serious situations, albeit a first time offence for a pupil, could result in a permanent exclusion.

4.9 As stated in the September 2017 Exclusion Guidance (page 57), "Schools have the power to send a pupil to another education provider at a different location to improve their behaviour without parents having to agree". This strategy may be employed by the Headteacher in order to modify a pupil's behaviour.

5. Managed Moves

5.1 Pupils who continue to experience behavioural issues, despite a range of interventions and pastoral support strategies being implemented, may be taken to the Walsall Inclusion Partnership (WIPS) meeting to arrange a 'managed move'. This process will only be implemented with parental consent. Managed moves will be considered under the following circumstances:

- A pupil persistently fails to follow the school's Behaviour Policy despite the tiered intervention/support outlined in the Behaviour Policy
- A pupil is involved in a serious breach of the school rules and their actions have put the safety of staff and/or other pupils at risk
- A pupil has reached multiple fixed-term exclusions and/or isolations
- A pupil who is at risk of permanent exclusion

6. Allegations about a Member of Staff

6.1 Any allegation that a pupil may make about a member of staff is considered most serious and the investigation into such situations would be conducted by Leadership. If through investigation it is found that a pupil has made a malicious allegation about his/her teacher the following action will be taken:

- A fixed term exclusion for the pupil will be imposed.
- The pupil may be removed from the teacher's lessons to work with another member of staff. This decision will be made with the member of staff concerned.
- Staff will be reminded of procedures to keep themselves safe and not be alone in the company of or have conversations with the pupil on their own.
- If the pupil makes a second malicious allegation against a member of staff, permanent exclusion will be considered.

7. Permanent Exclusion

7.1 A permanent exclusion of a pupil may be considered:

- in response to a serious breach or persistent breaches of the school's Behaviour Policy; or
- where allowing a pupil to remain in the school would seriously harm the education or welfare of the pupil or others in school.

8. Power to Search Without Consent

8.1 Barr Beacon School uses the following document for advice: 'Searching, Screening and Confiscation, January 2018' by the Department for Education:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf

8.2 Barr Beacon will not tolerate any dangerous items brought onto school site. If it is deemed that items threaten the safety or well-being of any member of the school or wider community these items will be confiscated and the police may be involved.

8.3 Any found item(s) will be handed over to the police and the Permanent Exclusion of the pupil will be considered.

8.4 Legislation allows Barr Beacon School Leadership to search pupils without consent if it

is believed that a pupil has brought into school any prohibited item(s). Prohibited items could include such things as; weapons, knives, alcohol, illegal drugs, stolen items. **The list is not exhaustive.** Please also refer to the school's Induction Booklet.

8.5 Our ability to discipline pupils and maintain an orderly and safe environment in school can, on occasion, rely on the confiscation of items from pupils. Any item that is confiscated is placed in a 'Quarantined Property Envelope' and placed in the school safe. On completion of the 'Quarantined Property Form' (see Appendix B) parents are contacted about such item(s) and depending on the circumstances of the confiscation, an arrangement may be made for the pupils to either take the item home at the end of the school day, or for parents to collect the item(s) from school reception. If a confiscated item is not collected within 4 weeks, the items may be disposed of. **Any prohibited items that are confiscated may be disposed of at the school's discretion.**

9. Mobile Phones

9.1 Please see our E-Safety Policy.

9.2 Barr Beacon School is a **No Mobile Phone** site for Years 7-11. If a pupil brings a mobile phone into school, it will be confiscated (see Appendix C and D). Legislation allows Barr Beacon Leadership to search the contents of a mobile phone, brought into school by a pupil, without parental consent, if consent is given by the pupil. Please refer to pages 3 and 4 of 'Searching, Screening and Confiscation, January 2018' by the Department for Education. If parents are not happy with any actions taken, they should refer to the school's complaints procedure, which can be found on the school website.

10. Drugs

10.1 Aims

- To encourage our pupils to develop knowledge and skills to make informed and responsible choices
- Pupils understand how to stay healthy

10.2 Objectives

- To promote pupils' self esteem and confidence
- To challenge attitudes that pupils may have regarding substance use and misuse
- To provide pupils with the skills that they might need to avoid the misuse of drugs
- To persuade those who are experimenting with or misusing drugs to stop
- To ensure that all pupils at Barr Beacon School are aware that we do not allow drugs on site
- To provide information
- To provide opportunities for those pupils who are using drugs or have family members who misuse drugs to engage with agencies.

10. Definition of Drugs

10.1 Drugs are any substances which cause chemical and other changes to the mind and body. Legal drugs include medicines, alcohol and tobacco. Illegal drugs are classed under the Misuse of Drugs Act 1971 including Class A, B and C Drugs.

11. Illegal Drugs

11.1 It **MUST** be noted that any pupil bringing illegal drugs on site, or anything suspected to be drugs, will be permanently excluded. The school will automatically contact the police in any drugs related incident.

11.2 A referral will be made to Children's Services if a child is suspected of taking drugs.

11.3 Parents will be contacted on the same day in any drugs related incident where practicable and safeguarding procedures will be invoked in drug related incidents where a child is at risk.

11.4 Any member of staff concerned about a pupil and drugs misuse must immediately contact the child's Head of House or Leadership.

11.5 Counselling and/or further support on the effects of drugs is available.

12. Legal Highs

12.1 So called 'legal highs' contain chemical substances which produce similar effects to illegal drugs. Some of these items have been legal in the past but with the Psychoactive Substances Act coming into effect in Spring 2016, none of these drugs are legal. All of these items will be treated as illegal drugs resulting in a permanent exclusion.

12.2 Should a pupil be found on the school site under the influence of drugs or alcohol, the school will contact parents immediately and may contact Children's Services. Parents will be expected to collect their child immediately. The school will reserve the right to inform the Police and/or consider a permanent exclusion depending upon the circumstances.

13. Prescribed Medication

13.1 Medicines which are prescribed by doctors for illnesses are to be handed into reception if they are brought into school and a form completed by parents. Thus, no child should carry any drugs on their person in school.

14. Tobacco

14.1 It is illegal to smoke under the age of 18. Smoking in a public place is also against the law. Any pupil found smoking on school premises, or off school site in uniform, or caught in possession of tobacco will receive a warning letter to parents and an isolation. A repeat offence will result in an exclusion.

14.2 Smoking cessation advice can be provided for pupils.

15. Alcohol

15.1 Pupils are **not** allowed to bring or consume alcohol on the school site. If alcohol is brought or consumed on the school site parents will be contacted and expected to come into school immediately. This may result in an exclusion. Pupils suffering from the effects of alcohol will be supervised until parents attend to collect them. The school will exercise discretion as to whether medical attention or a referral to Children's Services is required.

15.2 Counselling and/or further support on the effects of alcohol will be offered.

16. Drugs education takes place in:

- Key Stage 3, 4 and 5 PSHE.
- Science, where pupils consider biological information and health and safety issues.
- English, where drugs issues arise in text.
- Religious Education and other areas of the school curriculum where moral issues surrounding drugs are discussed.

(This list is not exhaustive)



Behaviour and Referrals

CLASS TEACHER

- Classroom discipline
- Classroom management



CLASS TEACHER ACTION

- 10 minute break detention
- Detention (30 minutes)
- Failed to attend detention 'second chance'
- Failure to comply
- Complete pupil referral sheet, pass to Head of Department
- Inform Form Tutor / HoH for information

FORM TUTOR

- Form group discipline
- Classroom management (PSHE)



FORM TUTOR ACTION

- 10 minute break detention
- Detention (30 minutes)
- Failed to attend detention 'second chance'
- Failure to comply
- Complete pupil referral sheet, refer to Head of House
- Form Tutor Report

DIRECTOR OF LEARNING / HEAD OF DEPARTMENT

- Faculty / Departmental discipline
- Faculty / Departmental management



DIRECTOR / HEAD OF DEPARTMENT ACTION

- Detention (60 minutes)
- Place on subject report card
- Keep log of disciplinary measures (on Behaviour Referral)
- Failure to comply
- Temporary removal from lessons (liaise with Head of House)
- Enter any actions on Pupil Referral Sheet
- Refer to Head of House
- Parents informed

HEAD OF HOUSE / ASSISTANT HEAD OF HOUSE

- House discipline
- House management



HEAD OF HOUSE (ASSISTANT HEAD OF HOUSE ACTION - attendance & punctuality)

- Detention (60 minutes)
- Report card / target card
- Letter home to parents / parental meetings
- Collate information from all staff in readiness for parent meeting / preparation of IEP/IBP/PSP
- Liaise with SENDCO / Success Centre / counselling / organise mediation work with other outside agencies where appropriate
- Isolations
- Recommend exclusion

DEPUTY HEADTEACHER

- Formal Parent Interview to discuss pupil's educational future
- Outside agency support where necessary
- Exclusion (fixed term / permanent)
- Pastoral Support Plan



DEPUTY HEADTEACHER / HEADTEACHER ACTION

- Leadership Report Card
- Parental meetings
- Isolations
- Fixed term exclusions
- Permanent exclusion



PUPIL REFERRAL SHEET

ALL INFORMATION MUST GO TO HEADS OF HOUSE

(Please tick) FOR INFO

FOR ACTION BY FORM TUTOR

FOR ACTION BY DIRECTOR OF LEARNING / HEAD OF DEPARTMENT

FOR ACTION BY HEAD OF HOUSE

PLEASE NOTE ALL PUPIL REFERRALS WILL BE PLACED ON PUPIL FILE

Pupil _____

Date _____

Lesson/Non-lesson _____

Staff _____

Form Group _____

Time of Incident _____

Comment of Incident / Action taken:

Signature:

Date:

Time:

Form Tutor action taken:

Signature:

Date:

Time:

Director of Learning / Department action taken:

Signature:

Date:

Time:

Head of House action taken:

Signature:

Date:

Time:

Leadership action taken:

Signature:

Date:

Time:

Confiscated Property Form

Unique Ref No: 515805

Use this form when confiscating items that contravene the Education Act 1996 (such as knives, blades and offensive weapons) as well as items held because they contravene school rules or policy (such as mobile phones, MP3 players etc).

School	Location
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Name of member of staff	Date: ____/____/____	Time:
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Description of item

Notes

➡ THIS RED SECTION ONLY APPLIES WHEN A SEARCH IS CONSIDERED APPROPRIATE ◀

Officer of the school to sign below

A search may only be carried out if...	
...he/she is the head teacher of the school	...he/she has been authorised by the head teacher.

Witness to sign below (must be over 18 & same sex as the pupil if witnessing a search)

Witness signature:	Witness full name:
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Pupil to sign below

Pupil signature:	Pupil full name:
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RETURN OF PROPERTY

Pupil/Parent/Guardian to sign here upon collection:	Date: ____/____/____	Time:
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School to retain the white copy, pupil/parent/guardian to retain yellow copy.

Confiscation of Mobile Phone Procedure

Member of staff to hand phone to reception staff.



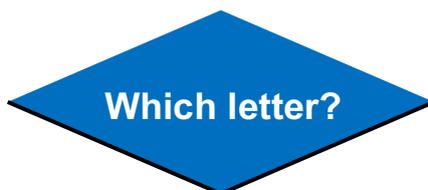
Reception staff to fill in Quarantined Property Form and record arrival of phone in the safe on the spreadsheet.



Reception staff to email House PA, HoH and Leadership with the name and form group of the child.



PA to check spreadsheet and generate appropriate letter to parents, signed by the Headteacher.



1st Confiscation Letter

2nd Confiscation Letter

PA to liaise with Leadership for a meeting time and arrange this with parents (within 2 weeks of confiscation).

PA to liaise with Leadership a meeting time and arrange this with parents (up to 6 weeks after confiscation, if it is a second confiscation).

PA to ensure mobile is charged and collected ready for the meeting with parents. Pupils needs to be sent for, before the meeting, and PA to take notes.

Please then follow procedure as outlined in Confiscation '1'.

Leadership will check the phone in the meeting for inappropriate material and return the phone to parent.

Parent and pupil notified of procedure if mobile phone is in school again. Parent to sign and date the Quarantined Property Form and PA to place form on pupil file.



Barr Beacon School



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Ref: LD/cc/Mobile Phones

June 2018

Dear Parent/Carer

Barr Beacon School is a **NO MOBILE PHONE SITE** for Years 7, 8,9,10 and 11 pupils.

I want to take this opportunity to inform you of the procedure we will follow if your child chooses to break this school rule and bring a mobile phone into school.

The phone will be confiscated immediately and you will be contacted so that a mutually convenient time can be arranged for you to meet with a member of Leadership. This meeting will enable me to ensure that the phone is checked, in your company, for any inappropriate content. The meeting to check the phone will not happen on the day of confiscation. However, we will endeavour to meet you within two weeks of confiscation. If, following this meeting with you, your child brings his/her phone into school again, the phone will be checked again for inappropriate content by a member of Leadership and will remain in the school safe for 6 weeks.

During a most recent incident, several pupils were found with images of other school pupils on their phones and the phones contained photographs/videos that had been taken on school site. If we are to keep your child safe, it is **ESSENTIAL** that no other pupil is allowed to have images of your child in their possession, without your consent.

I would also urge you to read an article printed in the guardian which shows the results of a study by the London school of economics. This study found that pupils at mobile-phone free schools performed better in GCSE examinations and showed a sustained improvement in examination results. This article can be viewed at <http://www.theguardian.com/education/2015/may/15/mobile-phone-bans-improve-school-exam-results-research-shows>

My staff may also be conducting checks to ensure that all pupils are following this most important rule in order to ensure that your child is as safe as possible.

I would urge you to ensure that you know all pass codes for your child's phone and that you are checking this at home on a regular basis. This is deemed to be best practice in terms of keeping children safe as it will enable you to monitor him/her for age inappropriate content and also to monitor the communication your child may be having with others, including any potentially 'risky' adults. Please see our e-safety parental advice leaflet, this can be found under the 'About' then 'Safeguarding' tab on the school website.

I would ask that you reinforce with your child the need to leave their phone at home and that their phone will not be brought onto Barr Beacon School site and that if they choose to break this rule, you and your child are clear about our procedure.

I thank you again for your continued support in this most important safeguarding matter.

Yours sincerely

Mrs L Draycott
Headteacher

