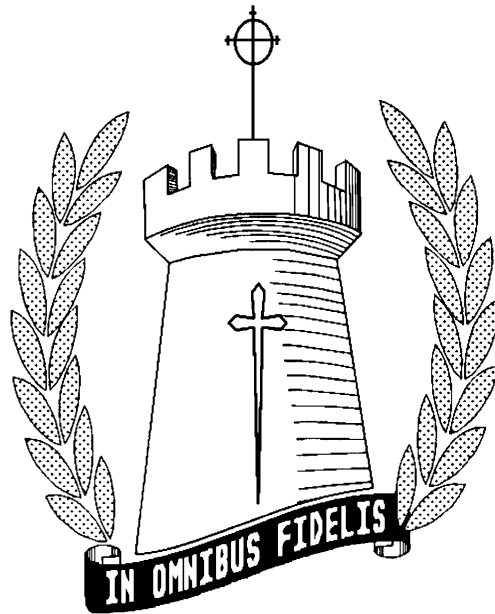


# ST. DAMIAN'S RC SCIENCE COLLEGE



## Behaviour Policy

<b>Approved by Governors:</b>	<b>July 2021</b>
<b>Date to be reviewed:</b>	<b>Annually</b>
<b>SLT responsible:</b>	<b>Ms Joyce</b>

## **Statement of intent**

At St Damian's we believe that our successes are a direct result of our high standards and expectations. In order to facilitate both high quality of T&L and a calm purposeful learning environment we believe that acceptable behaviour must be demonstrated in all aspects of school life, both within and outside the building.

St Damian's is committed to the following:

- ✓ Ensuring staff and pupil safety
- ✓ Promoting good behaviour
- ✓ Promoting our core value of respect with our peers, our teachers and our environment
- ✓ Developing positive relationships
- ✓ Developing an environment where everyone feels safe and which is conducive to learning
- ✓ Ensuring that all our pupils are treated equally and with upmost dignity
- ✓ Recognising, promoting and celebrating good behaviour through acknowledgement and rewards
- ✓ Educating pupils on our 5 rules and enforcing these as appropriate
- ✓ Challenging unacceptable behaviour and using appropriate sanctions
- ✓ Educating pupils on unacceptable behaviour, e.g. bullying or any form of discrimination
- ✓ Training staff on identifying problems before they escalate and ensuring targeted CPD
- ✓ Ensuring vulnerable pupils are supported well
- ✓ Fostering positive relationships with parents/carers
- ✓ Being proactive in working with outside agencies to ensure timely and appropriate intervention

## **Aims of policy**

To ensure that all members of the St Damian's community;

- ✓ Adhere to our 5 simple rules
- ✓ Uphold our Catholic ethos and college mission which is based on respect, compassion and tolerance
- ✓ Demonstrating forgiveness and reconciliation where and when necessary
- ✓ Feel confident and safe in and around the school building throughout the day
- ✓ Work together for the greater good
- ✓ Remember that we: pupils, staff, parents, and governors, are ambassadors of St. Damian's at all times
- ✓ Understand that promotion of good behaviour and high standards are at the core of our Mission
- ✓ Understand that use of social media outside of school hours must be positive and respectful
- ✓ Know that sanctions are in place where expectations fall below the expected standard

## **COVID- 19 Amendments**

- ✓ Understand the importance of and adhere to following good hygiene practice
- ✓ Follow all expectations and rules with regards to reducing the spread of Coronavirus

## **St Damian's 5 simple rules**

At St Damian's we have 5 simple rules that underpin our Catholic ethos and supports our Mission Statement. These are transparent, accepted and reasonable and the expectation is that all in our community adhere to these simple rules. These 5 rules are

1. Correct uniform at all times [which includes hair, fake tan, piercings and jewellery]
2. No mobile phones/ICT gadgets [at any time in school]
3. No chewing Gum
4. Eat only in designated areas [or food may be confiscated]
5. Respect everyone

## **COVID- 19 Amendments**

'Respect everyone,' includes following all rules with regards to reducing the spread of Coronavirus

These rules are reiterated throughout the year, are enforced and pupils are educated on these as and when appropriate.

### **Pupil expectations**

As a community we instil good behaviour and values in all our pupils to ensure that they become responsible citizens. The following are the most basic of these expectations:

- ✓ Conduct around school should be respectful and sensible
- ✓ Be punctual to both school and to lessons
- ✓ To have appropriate equipment on a daily basis
- ✓ To complete all classwork and homework as directed by the teacher
- ✓ To follow all reasonable instructions by all staff
- ✓ Be tolerant of other viewpoints
- ✓ To refrain from any types of bullying or harassment
- ✓ To refrain from any negative use of social media
- ✓ Be an ambassador for St Damian's
- ✓ Respond to all reasonable requests made by prefects in and around school
- ✓ Dispose of all litter in appropriate bins provided

### **COVID- 19 Amendments**

- ✓ Follow the one-way system at all times
- ✓ Use hand sanitiser provided regularly throughout the day
- ✓ Wash hands for 20 seconds when appropriate
- ✓ Follow 'Catch it, Bin it, Kill it' advice as necessary
- ✓ Refrain spitting; deliberately coughing, at all times
- ✓ Ensure a 2m distance is maintained between themselves and a member of staff as far as possible
- ✓ Wear a mask as and when instructed

### **Rewarding good behaviour**

At the heart of St Damian's ethos is celebration. As such, we not only recognise but promote good behaviour as we believe this is the foundation for success. We do so through the following;

- ✓ ASPIRE assemblies
- ✓ Postcards home
- ✓ Half termly 'Top Achievement Point Scorer' competitions
- ✓ Phone calls to parents
- ✓ End of year school 'rewards' trip
- ✓ End of year Celebration evening

### **School Uniform**

Pupils are expected to wear full school uniform at all times and ensure they adhere to uniform guidelines as outlined in their planners.

- 1) Pupils with make up/Jewellery/ fake tan etc will be asked to remove it; form tutors will contact home
- 2) School skirts should be of a suitable length and not 'rolled up'
- 3) If pupils continue to wear make up/ fake tan HOY will contact home
- 4) Persistent refusal to follow school uniform rules may result with the pupil being placed in seclusion
- 5) Isolated hair/ nail/ false lash choices may also result in a pupil being placed in seclusion
- 6) Pupils who repeatedly fail to meet the school's expectations are at risk of exclusion

### **COVID- 19 Amendment**

Pupils who arrive without a mask, may be sent home to collect one.

## **Behaviour on Buses**

When travelling on a school bus or public bus to and from school, pupils are expected to behave sensibly and show respect to those around them.

Pupils must:

- 1) Be polite and courteous towards the bus driver
- 2) Remain seated until they leave the bus
- 3) Take all rubbish with them as they leave
- 4) Respond to reasonable requests made by any prefect with regards to their conduct
- 5) Refrain from shouting, screaming, spitting, arguing, fighting etc
- 6) Ensure no inappropriate items are brought onto the bus
- 7) Ensure that mobile phones/ electronic devices are used sensibly and not to cause upset or harm

## **COVID- 19 Amendment**

- 8) Follow 'Catch it, Bin it, Kill it' advice as necessary
- 9) Pupils must follow all reasonable requests made by the bus driver; including any requests about where they should be seated
- 10) Wear a mask

Pupils misbehaving on the bus will be sanctioned accordingly depending on the issue recorded. Repeated offenders could be banned from the school bus and need to make alternative transport arrangements to get to and from school. St Damian's has the legal power to exclude pupils if they are bringing the school into disrepute when on school buses.

## **Behaviour off the school site**

St Damian's has the legal power to sanction pupils whose behaviour outside the school premises brings the school into disrepute. For example, using Social Media at home, may cause upset to some in school during the day. At all times when pupils are wearing our school uniform they are ambassadors for the school and act accordingly based on our 5 simple rules.

## **Restorative Justice**

In any community, there will be times when disagreements occur. On these occasions, a member of staff will investigate the circumstances and if it is found that both parties are responsible, 'Restorative Justice' may be used.

The principles of Restorative Justice are the 4 R's:

1. Respect
2. Responsibility
3. Repair
4. Reintegration

As a Catholic community we believe Reconciliation and Restorative Justice can promote conflict resolution through means other than exclusions. Furthermore, it promotes truthfulness, taking responsibility, acknowledging harm and therefore promotes accountability. This supports the development of the whole child and the ability to move on from bad situations and helps pupils develop positive mental health. As a Catholic community, it is imperative that we practise forgiveness and reconciliation to support our ethos and school mission.

**'Restorative Justice' procedures are outlined in the St Damian's RC Science College Protocol booklet.**

## Sanctions

There are a variety of sanctions which may be used for any pupil depending on the severity of the situation. These sanctions are listed below:

**Behaviour points:** These are tracked by form tutors in accordance with the 'ASPIRE' system. (See Learning Ethos policy)

**Lunch time detentions:** Teachers may issue a pupil with a lunchtime detention if they feel this is necessary.

SLT Lunch time detentions: Pupils may be placed in a lunch time SLT detention for:

- Failing to follow any of the '5 simple rules'
- Poor behaviour on the buses
- Poor behaviour in and around school
- Mis use of social media

N.B . Lunch time detentions will last no longer than 20 minutes.

## **Lates detentions:**

A pupil is expected to arrive in school by 9am. Pupils who do not meet this expectation will be sanctioned in a progressive manner:

<b>Number of late marks recorded per half term</b>	<b>Sanction given</b>
1	Text home, 20 behaviour points awarded & HOY Lunchtime detention
2	Text home, 20 behaviour points & after school detention
3	Text home, 20 behaviour points & SLT Friday evening detention
4+	Text home, 20 behaviour points, SLT Friday evening detention, Punctuality report with the possibility of further sanctions

N.B. Occasionally, school buses will arrive late. These pupils will not be sanctioned and will not receive a late mark.

## **After school detentions:**

Detentions run from 3.10pm – 4pm every day; except for Wednesday. It is school policy to give 24 hours' notice for after school detentions. However, **Mr Logue does not need to give any notice** but will endeavour to contact parents. NB. Only Mr Logue and Mrs Henshaw can 'change' after school detentions as staff are too busy teaching children to make changes.

**Removal from lesson by SLT:** A member of staff who feels a pupil is not able to remain in the classroom will email [reception@stdamians.co.uk](mailto:reception@stdamians.co.uk). The office will then contact a member of the senior leadership team and ask them to locate the teacher who requires assistance. A senior leader will then determine the most appropriate sanction.

**Seclusion:** Is an internal exclusion unit where a pupil will work in silence and not be allowed out during break and lunch time. Parents/ Carers will be contacted with regards to the reason their child is being placed in seclusion. Note that pupils may be placed in seclusion whilst an incident is being 'investigated'.

**Fixed term exclusion:** The pupil will not be allowed to attend school for a period of 1 -10 days; if longer than 5 days, the pupil will be sent to a nearby school for alternative provision. The pupil and parent/ guardian will have a reintegration meeting with a senior member of staff / Head of Year to discuss the reasons for the exclusion prior to their return. Failure to attend the meeting may result in pupils being placed in seclusion until this discussion has taken place.

**Permanent exclusion:** This is used as a last resort and used for either repeated poor behaviour and defiance of the school rules or for a serious one-off incident

NB: Only Mr Logue can exclude pupils

### **Consistently Poor classroom behaviour**

Pupils who consistently demonstrate a poor attitude towards learning and disrupt the learning of others will be supported through the school's ASPIRE system as outlined in the 'Learning Ethos' policy. However, it must be made clear that repeated poor behaviour at St Damian's will not be tolerated. Pupils' places are at risk at St Damian's if this continues.

### **Rewards Trip**

If there are a significant number of well-behaved pupils showing an interest in going on a 'rewards' trip', school will endeavour to facilitate this; assuming COVID – 19 restrictions do not apply. Eligibility for the rewards trips is that there have been no Fixed Term exclusions throughout the year, to have no more than 2 days in seclusion throughout the year and where the number of behaviour points accumulated throughout the year is not excessive. Additionally, from the specified dates in the final half term up until the payment deadline pupils must not have exceeded the parameters outlined below:

- 3 lates; not including school buses
- Poor attendance; exceptional circumstances will be individually reviewed
- More than 100 behaviour points since the start of the academic year
- More than 3 SLT detentions
- Being placed in seclusion during the specified time frame

### **Reducing the spread of Coronavirus**

It is expected that pupils follow all guidelines with the aim of reducing the spread of Coronavirus. These are:

1. Do not attend school if they have a temperature or a new persistent cough
2. Inform a member of staff if they start to feel ill during the course of the school day
3. If travelling on a school bus, remain seated in their permitted zone
4. Follow the one-way system at all times
5. Use hand sanitiser provided regularly throughout the day
6. Wash hands for 20 seconds when appropriate
7. Follow 'Catch it, Bin it, Kill it' advice as necessary
8. Refrain spitting at all times
9. Refrain from coughing in peoples' faces
10. Wear a mask as instructed

Pupils who repeatedly and/ or deliberately fail to follow these guidelines will be seriously sanctioned.

### **Isolated Incidents**

On occasion, pupils who generally demonstrate a positive attitude to learning may be involved in isolated incidents which may require sanctions. When this occurs, it may also be appropriate for pupils to make a full and sincere apology. Reconciliation is an integral part of our Catholic ethos which all pupils are expected to engage with.

Examples of these isolated incidents are outlined below (for further examples see KCSIE 2020):

### **Defiance**

Pupils who are refusing to follow instructions will be sent to HOY or be removed by a member of SLT. At this point the pupil may be placed in seclusion. The member of staff placing a child in seclusion will make parental/ guardian contact. If the level of defiance is deemed serious enough, the matter will be referred to Mr. Logue at which point he

may determine that a fixed term exclusion is required. Any pupil who is regularly defiant and does not improve with the support provided, will be at risk of permanent exclusion.

### **Bullying**

Bullying of any type will not be tolerated at St. Damian's. Bullying may be physical, verbal or of the cyber variety. Allegations of any type of bullying will be fully investigated by either student support officer/ Head of Year. If it is decided that a pupil has been repeatedly bullying another pupil, they will be seriously sanctioned. HOY/ SLT will determine whether the pupil will be placed in seclusion and liaise with the Headteacher with regards to whether a fixed term exclusion is required. If the bullying persists, the pupil will be at risk of permanent exclusion.

### **Sexual Harassment**

Sexual harassment of any kind will not be tolerated at St. Damian's. This includes all 'Non – contact' and 'Contact' forms as outlined by the 'Review of Sexual abuse' Ofsted June 2021. Allegations of sexual harassment will be fully investigated by either HOY/SLT. If it is decided that a pupil has participated in any form of sexual harassment, they will be sanctioned accordingly. HOY/ SLT will determine whether the pupil will be placed in seclusion and liaise with the Headteacher with regards to whether a fixed term exclusion is required. In some instances, the pupil may be at risk of permanent exclusion. Additional guidance can be found in the 'Sexual Harassment Policy 2021'

### **Homophobia**

Homophobia is a hate crime and will not be tolerated at St. Damian's. Allegations of homophobia will fully be investigated by either HOY/ SLT. If it is decided that a pupil has made homophobic comments or who is found to be promoting any type of homophobic bullying, they will be seriously sanctioned. This may result in a fixed term exclusion and possibly a permanent exclusion.

### **Racism**

Racism is a hate crime and will not be tolerated at St. Damian's. Allegations of racism will fully be investigated by either HOY/ SLT. If it is decided that a pupil has made racist comments or who is found to be promoting any type of racist bullying, they will be seriously sanctioned. This may result in a fixed term exclusion and possibly a permanent exclusion.

On occasion, staff may be required to use reasonable constraint with pupils if there is risk of harm being caused to either themselves or to another person. (Further details are outlined in the 'Reasonable force to control or restrain pupils' Policy)

### **Misuse of Social media**

Pupils are regularly informed and reminded about the dangers of social media and their responsibilities in using and accessing it. Therefore, it is assumed that any pupil who is responsible for any type of misuse of social media is fully aware of their actions, even though they may have carried it out when at home or at the weekend. Pupils will therefore be sanctioned accordingly if 'Restorative Justice' is not appropriate. Misuse of social media includes:

- Cyberbullying
- Sexting
- Verbal abuse of pupils and/ or staff
- 'Liking' any image or post which causes upset
- Posting any image which causes upset
- Posting any image without a person's knowledge and/ or consent
- Posting images and comments which demonstrate illegal and/ or inappropriate activity

### **Smoking and e-cigarettes**

Smoking of any type is not permitted on school premises; this may result in a fixed term exclusion. Cigarettes will be confiscated.

E-cigarettes are not permitted in school. Pupils who bring E – cigarettes on to school premises will be sanctioned and the e- cigarette will be confiscated. This may result in a fixed term exclusion

### **Drugs**

St Damian's has a zero tolerance towards any use of drugs or bringing drugs into school. This is to protect our community and its pupils. Any child who is suspected of having brought drugs on to school premises will have their belongings searched. Pupils who have brought any type of drug onto school premises are likely to be permanently excluded and the police are likely to be informed. Pupils are reminded about this rule throughout the year. Any concerns, that staff and/ or parents have regarding pupils using outside of school will be referred to the student support officers who will arrange additional support with local drug counselling services.

### **Inappropriate items brought into school**

St Damian's has a zero tolerance towards any weapons being brought into its premises. This, for example, could be any type of knife. Any child who is suspected of having brought a weapon on to school premises will have their belongings searched. Pupils who have brought any type of weapon onto school premises are likely to be permanently excluded.

### **Confiscation of inappropriate items**

The Headteacher or other members of staff who he has instructed to do so, can search pupils if there is a reasonable suspicion that a pupil is concealing any items that may bring the school into disrepute, for example drugs or weapons. Wherever possible a second adult will also be present. Further details can be found in the school's 'Search and Confiscation' policy. Parents will usually be informed if anything is found.

### **Monitoring & Evaluation of behaviour**

- Form tutors analyse behaviour points and contact home if more than 70 points are received within one half term
- HOY will liaise with form teachers with regards to appropriate support required
- Ambrose manager will analyse pupils who have been secluded.
- Pupils placed in seclusion will complete 'Conduct' worksheets relevant to the reason they have been secluded.
- Pupils who obtain a fixed term exclusion will have a reintegration meeting with a member of SLT/HOY to discuss concerns and identify any further support needed.
- AHT i/c of Learning Ethos will analyse after school detention systems each half term
- AHT i/c of Learning Ethos will also analyse number of SLT callouts each half term and discuss with SLT
- AHT i/c of Learning Ethos will analyse Fixed term exclusions each term and discuss with HOY and SLT

**Review of Policy:** This policy will be reviewed and modified by Ms. Joyce in line with COVID- 19 guidelines and discussed regularly with the governing body.