



ST PAUL'S ACADEMY

# **Student Behaviour & Discipline Policy**

**Revised September 2020**

Prepared by: SPA Inclusion Team – September 2020

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St Paul's Academy expects the highest standards and insists on excellent behaviour of its students. The Academy holds an important position in the local and wider community, educating the citizens of tomorrow so that they will take a proactive role within their community, both now and in the future.

The Governors of St Paul's Academy expect high standards to obtain a 'behaviour for learning' environment where each individual feels safe, happy, accepted and included. It is important that an orderly framework exists within which effective learning and teaching can take place allowing each student to achieve their potential. The Behaviour and Discipline Policy reflects the ethos of the Academy, and in particular the spirit of reconciliation and forgiveness that underpins all our work.

## Our Mission Statement

Established by the trustees of the Archdiocese of Southwark, this Catholic Academy seeks to create a community, which is characterised by gospel values and the teaching of the Catholic Church.

The Academy seeks to serve both the Catholic and the local community, welcoming all those who embrace its values and share its quest for excellence:

- To provide opportunities for young people to develop the knowledge, skills and wisdom necessary for effective learning.
- To enable learners to develop their intellectual, social, moral, spiritual and physical potential to the full in order to become proactive members of both the local and wider community.
- To increase aspirations by fully utilising educational innovations and opportunities in the best interests of our students and staff.

## Our Philosophy

In addition to fulfilling its academic and vocational obligations the Saint Paul's Philosophy and practice are based upon a series of simple truths that shall be communicated to the students at all times:

- Success at any time and at any level takes hard work;
- One's conduct and actions influence and affect others;
- Responsibility fosters self-reliance, diligence and resourcefulness;
- Self-management encourages routines for work and the need for forward planning;
- Good behaviour and performance brings rewards;
- One has the capability to manage one's own learning and to learn more than one believes is possible;
- Standards relate to everyone, irrespective of ability, and much satisfaction is derived when they are met.

Our students are tomorrow's leaders, parents, workers, employers and teachers. How we treat them now determines how effective they shall be in their future roles

We consider it to be critical that the attitudes and approaches we develop at the Academy will help the students grow to become responsible and thoughtful citizen. We will continually consult with

the families of our students to gain their support and understanding for our work so we can achieve our common aims.

## Behaviour around the school

This is underpinned by “The 3Bs” which staff should always refer to in behaviour discussions with students and which is displayed around the school and printed in the Student Planner:

- Be safe
- Be respectful
- Be ready for learning

Every member of staff shares the responsibility for all students around the school. It is important that every adult member of the school community recognises when students are behaving well and achieving.

There should be positive responses to good behaviour and achievement and - **just as with negative behaviour – it is essential that this is recorded on “Behaviour Watch”** either through the Bronze, Silver, Gold and Community Recognition tabs or in lesson through the Behaviour Register.

Acknowledgement of this can be in the form of:

- Verbal praise
- Written comments
- Positive comments in the school planner
- Reward Stickers
- Communication with families (phone calls, emails, postcards, letters.)
- Certificates of achievement
- Public recognition at assemblies or tutor periods
- Reward Trips

When student behaviour is inappropriate, staff are expected to deal with the situation as it arises. Sometimes assistance may be necessary and staff should not hesitate to ask for guidance and help from colleagues. In a situation where health and safety is at risk, this would probably be the nearest available colleague. However, in normal circumstances, the following referral protocols should be followed.

### In Class Issues

Class teacher > Head of Department > Head of Faculty > Head of Year.

Most issues will be resolved by this stage. Beyond this, there is consultation with Associate Assistant Principal: Pastoral, who will get involved at this point if the situation warrants it.

### Out of Class Issues

Staff involved > Head of Year for the appropriate year group > Associate Assistant Principal: Pastoral.

Where relevant, at any stage down these routes, it may be felt appropriate to consult with Form Tutors, Learning Mentors, the SEND Team or other members of the Inclusion Faculty.

(All staff should know these and further details can be found in the Academy’s Behaviour Management Guide.)

## **Violent Incidents**

The Exclusion Policy addresses the different levels of violent conduct and the appropriate sanctions. The Principal ultimately determines the outcomes of such incidents. All violent incidents are recorded on Behaviour Watch which places them on the student's record.

## **Incidents of Discrimination**

St Paul's has a zero tolerance towards incidents involving discrimination against race, gender, sexual orientation, disability, religion and culture. Our Exclusion Policy addresses the difference between discriminatory comments made generally and incidents directed at a specific target to cause hurt or offence. Again all incidents of Discrimination are placed on a student's record through Behaviour Watch.

## **Bullying Incidents**

St Pauls Academy has a zero tolerance towards incidents of bullying. There is no legal definition of bullying, however it's usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

The Academy recognises that the notion of there always being a clear cut bully and victim is sometimes not the case. In many instances, friendship group interaction can lead to bullying (very often cyber bullying) where roles are fluid or blurred; so an individual student can well be a victim on occasions and a perpetrator on others. This can be difficult for parents/carers to take on board. Understandably, their focus is on the ill-treatment suffered by their child rather than the bigger picture. The Academy has to be aware of this and deal with such situations in a sensitive and understanding way.

Academy staff will usually deal with it in school by applying a sanction that is appropriate and which at the most serious level would involve Fixed Term or possibly Permanent Exclusion. This is reflected in the Academy's Exclusion Policy. Where necessary, the Academy will report it to the police and/or social services.

Any sanctions will take account of special educational needs or disabilities that the pupils involved may have. Before a sanction is decided for bullying, consultation must have taken place with the Inclusion Team – usually most appropriately the Associate Assistant Principal: Pastoral. In most cases, simply imposing sanctions does not deal with the issue properly. The Academy's Mentoring Team will work with perpetrators and victims to establish an approach of restorative justice.

Parents/Carers of all children involved in bullying in any way must be informed in a timely way. With a child who is clearly a victim this must be on the day when the bullying comes to light.

## **Dealing with Unacceptable Behaviour**

Teachers can discipline students whose conduct falls below the standard which could reasonably be expected of them. This means that if a student misbehaves, breaks a school rule or fails to follow a reasonable instruction the teacher can issue a sanction. Behaviour Watch provides guidance on sanctions which are appropriate for different levels of behaviour.

Consideration will always be given to whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where staff suspect this may be the case, they should consult with a member of the Safeguarding Team.

Staff should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs and such student should be put forward for consideration by the Inclusion Panel. At this point, the Panel would consider a range of internal interventions and whether other external agencies could be utilized.

## **Detentions**

Staff should not issue detentions where they feel that doing so would compromise a student's safety. Staff are expected to consider alternative and appropriate sanctions and for detentions not to become the default position. Consideration should also be given to safeguarding issues such as the time of year (daylight issues), the route the student has to take to get home, obligations to collect younger siblings and any other safeguarding issues specific to that child.

Legally, parental consent is not required for detentions, however, for detentions longer than 60 minutes, a phone call home on the day of the detention or 24 hours' notice will be given. It is the responsibility of the student to inform parents and carers of any forthcoming detention. A detention may take one of the following forms:

- **Yellow Detention** – 20 minutes detention between 1510hrs and 1530hrs or 1410hrs – 1430hrs on a Wednesday. A Yellow Detention may be issued by any member of staff and is facilitated by the students Form Tutor at the end of the school day. All staff can issue a Yellow Detention but the student must be always made aware that a sanction has been issued.
- **Amber Detention** – 60 minutes detention between 1510hrs and 1610hrs for high level incidents which will take place immediately after school at 1510hrs. Students issued with an Amber Detention will remain with their Form Tutor for a 20 minutes before making their way at 1530hrs to the class teacher who issued the Amber Detention. HOF, HOY and HODs will actively support in guiding students to Amber Detentions after the 20 minute Yellow Detention. All teaching staff can issue an Amber Detention.
- **Faculty Detention** - 60 minutes detention between 1510hrs and 1610hrs for high level incidents [red]. The detention will take place immediately after school at 1510hrs. Students issued with a Faculty Detention will remain with their Form Tutor for a 20 minutes before making their way at 1530hrs to the Faculty who issued the detention. HOF, HOYs and HODs will actively support in guiding students to Faculty Detentions after the 20 minute Form Tutor detention. Only HOF's and HODs can issue a Faculty Detention. It is essential that the staff member(s) involved in the incident that has led to the Faculty Detention attends the detention to have a behaviour reflection with the student. A letter will be generated for all students issued with a Faculty Detention which will be sent home via email/post to parents and carers. This is the responsibility of the Faculty, but it is good practice for the staff member directly involved with the incident to generate the letter.
- **HOY Detention** - 60 minutes detention between 1510hrs and 1610hrs for high level incidents [red] which will take place immediately after school at 1510hrs. Students issued with a HOY Detention will remain with their Form Tutor for a 20 minutes before making their way at 1530hrs to their HOY Team who issued the detention. HOF, HOYs and HODs will actively support in guiding students to HOY Detentions after completing the first 20 minutes of the detention with their Form Tutor. Only HOYs can issue a HOY Detention. A letter will be

generated for all students issued with a HOY Detention which will be sent home via email/post to parents and carers. This is the responsibility of the HOY issuing the detention.

- **Principal's Detention** – 2 hour detention held once a week on a Thursday, between 1510hrs and 1710hrs for high level serious incidents [red]. A Principal's detention may last up to 2 hours, however the length a student is detained for will be dependent on each individual case. HOF, HOYs and HODs will actively support in collecting students and bringing them to the Assembly Hall during afternoon Form Time. A Principal's Detention will be led by the Principal with the support of HODT. Teachers/staff involved in the incident which has led to the issuing of a Principal's Detention must have a complete a behaviour conversation with the student during the sanction. A letter will be generated for all students issued with a Principal's Detention which will be sent home via email/post to parents and carers to give notice of the sanction. This is the responsibility of the staff member authorising the Principal's detention to ensure this has been complete. A Principal's Detention can only be authorised by the Principal, Vice Principal and Associate Assistant Principal: Pastoral. All Principals Detentions must be authorised by two of the following members of staff at all times. The Principal, Vice Principal or either Associate Assistant Principal: Pastoral

**All detentions of any length must always be recorded on Behaviour Watch prior to the detention taking place. All detentions longer that 60 minutes in duration require at least 24hrs notice to be given to parents/carers.**

### Screening, Searching and Confiscation

DfE states (*Searching, Screening and Confiscation – Advice for Head Teachers, School Staff and Governing Bodies – February 2014*) that members of staff can confiscate, retain or dispose of a student's property, as a punishment, so long as it is reasonable in the circumstances and possession of the item contravenes school policies. The law protects staff from liability for damage to, or loss of, any confiscated items provided they have acted lawfully.

Staff are to consult the "Mobile Device & Social Networking Policy" for procedures on the confiscation of devices.

Staff have the power to search without consent for prohibited items including:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Electronic cigarettes
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;

- Large quantities of confectionery, drinks or snacks, including multi-packs and family-sized items, which are brought in either for personal use or for resale.

Staff should never search a child alone. A senior member of staff and a member of the Safeguarding Team, a mentor or a Safeguarding Lead should be present and if possible, and appropriate, the School Police Officer. All searches of students should be carried out in the Staff Inclusion Office where possible. No search should **ever** take place in the view of other students. We advise staff to ask students to empty bags first, before checking the content. Similarly, they should ask students to empty all pockets and then remove their blazers to be checked. Trouser pockets should be pulled out by the student and not searched or patted by staff. It is perfectly acceptable to ask students to remove shoes and socks. Anything more physically intrusive than the above is not permitted.

From time to time the Police will visit and conduct offensive weapon searches on students entering school. This entails a scanning arch for bag and clothes.

The School Police Officer can lead a search if they have reasonable suspicions that a student is in possession of an illegal item or an item acquired illegally.

### The Use of Reasonable Force

Physical intervention, restraint or force must NEVER be used as a form of punishment.

St Paul's policy on physical contact with students is that it should only be used as a restraint to prevent:

- harm to that student
- harm to another person
- extreme damage to property

On these occasions, it is vital that only the minimum force necessary to prevent harm or damage is used and only for the shortest possible time. The decision to intervene physically is that of the member of staff. It is not expected and staff are advised to use their professional judgement.

**Staff should be aware of those students where physical intervention could be counter-productive. Such students will be on the "High Risk List" which will be regularly updated and distributed to all staff and will have this clearly stated in their Provision Map.**

### Behaviour Interventions

We endeavour to manage interventions in a pro-active way, so we are managing it preventively rather than reactively.

- **In Faculty Interventions**

Before being flagged up for more intensive intervention, the following routes are available and should be used;

1. Form Tutor Behaviour Watch Report Monitoring
2. Form Tutor Attendance/Punctuality Monitoring
3. 3 Bs Report with Form Tutor (Never longer than 4 weeks, with a change of targets after 2.)
4. HOY Attendance/Punctuality Monitoring
5. 3 Bs Report with HOY (Never longer than 4 weeks, with a change of targets after 2.)
6. Referral to the Inclusion Panel

If classroom teachers, tutors or HOYs feel a student will benefit, they can refer them to the Mentoring Team.

- **The Inclusion Panel**

Referrals should be to do with welfare, progress or behaviour which appears to have underlying issues **which go beyond what would ordinarily be dealt with within the Faculty.**

The Panel is made up of a cross section of staff from the Inclusion Faculty, Attendance, Teaching & Learning & Behaviour Management. The whole picture is taken into account, rather than academic progress, attendance or behaviour in isolation. Students will be allocated to the best avenue of intervention or combination of routes. A “Traffic Light” system is used with students reviewed at each subsequent meeting following their original referral and “Red Level” cases taking priority.

Following referral to the Inclusion Panel the following intervention routes may be used as appropriate:

### In School Interventions

1. Pastoral Support Plan
2. Mentoring meetings
3. Careers interviews
4. Counselling sessions
5. Chaplaincy intervention
6. Academic/ pastoral support
7. Attendance intervention
8. Early help assessment
9. Contact with parent
10. Medical intervention
11. Strategy meeting
12. Alternative Provision

### External Interventions

1. CAHMS
2. GRASP Referral
3. FAP Meeting
4. Additional off-site provision
5. Other external professional support

### Multi Agency Intervention

1. EHA Meeting
2. TAC Meeting
3. Child Protection Plan
4. LAC meeting
5. PEP meeting

### Use of the Pastoral Support Plan

These are only implemented on the advice of the Inclusion Panel. A very good overview of the process is provided on the document “Initial Stages PSP through to FAP Information Sheet 1” which can be found in the Behaviour Management section of the Academy Policies folder in the shared area.

## Use of Exclusion

This can be through:

- Seclusion;
- Internal Exclusion with Vice Principal or Principal (IEWVP or IEWP is only authorised by the Academy Principal and Vice Principal. IEWVP or IEWP will only be used for safeguarding reasons or when a decision on a Fixed Term Exclusion is pending);
- Approved and Agreed Temporary Education at Home;
- Fixed Term Exclusion.

There are very extensive guidelines to how these should be used in the Academy’s “Exclusion Policy.” All staff must make themselves familiar with that document which can be found in the Behaviour Management section of the Academy Policies folder in the Staff Shared Area.

**Please Note:** Although staff may ask a student to step outside *very briefly* to re-consider their actions, for obvious safeguarding reasons, it is not acceptable for classroom teachers to place students outside the classroom as a sanction, either standing or sitting. If a student is asked to step outside of a classroom they must be visible to the class teacher while also being able to supervise the rest of the class.

## Referral to the Fair Access Panel

There will be occasions when the decision is made that a student cannot remain at St Paul’s Academy and that referral to the FAP is the best way forward. Apart from the rare case of a highly serious one off incident placing a child at risk of permanent exclusion, or a sudden escalation of highly disruptive behaviour which has placed the student beyond the control of Senior Management, this will only happen after other interventions have been tried but failed to have a significant effect.

Please refer to the document “FAP Protocols” which can be found in the Behaviour Management section of the Academy Policies folder in the shared area.

The Fair Access Panel meets on a fortnightly basis to ensure that children without a school place, especially the most vulnerable, are offered a place at an appropriate school or educational placement as quickly as possible. These meetings are attended by a range of education and healthcare professionals as well as Social Care.

The Inclusion Administration team at St. Paul’s put together a file of information which is given to the lead person who will make the referral to the panel.

Parents / carers do not attend these meetings but are asked for their views on where they would like your child’s future to be, including choice of another school. These views will be included in the referral document but there is no guarantee they can be met.

## The Power to Discipline Beyond the Academy Gate

The Academy has the authority to discipline students for their behaviour outside Academy hours, including before and after school, travelling to or from school, at the weekend and during holiday

periods. This authority can be used for all non-criminal unacceptable behaviour including bullying which occurs anywhere off the Academy premises and which is witnessed by a member of staff or reported to the Academy. A student can be disciplined for any misbehavior when taking part in an Academy organised or Academy-related activity or at any time when poor behavior, particularly that which poses a threat to another student or member of the public, could have repercussions for the orderly running of the Academy or could adversely affect the reputation of the Academy. This includes the abuse of social media, networking platforms or any form of technology such as the filming or distribution of fights, assaults or any illegal or anti-social activity.

All complaints from members of the public must go through the Principal or Vice Principal. They are all logged and responded to. Complainants will be informed that we always take such reports seriously and deal with them thoroughly, but on no account should a student be identified or flagged up to a member of the public – e.g. by showing SIMS photographs without consultation with senior staff and the Safeguarding Team.

## Use of the Academy's Safer Schools Officer

The Academy's School Police Officer has a positive and proactive role within the Inclusion Faculty and when appropriate, students and/or their parents and carers will be advised by the Safer Schools Officer in order to provide an extra level of support. This can involve the setting up of Behaviour Contracts between the School, Home & the SSO.

The SPO will also liaise with outside agencies and be involved for example in:

- GRASP referrals
- Anti-Social Behaviour Contracts with Greenwich Borough

It is in the interests of all members of our community that the highest levels of behaviour are maintained at all times and it is the responsibility of all members of staff and students to uphold these standards in order that every individual can achieve their best and work in a calm, pleasant and respectful environment.

## Coronavirus Addendum

### Scope

This addendum applies until further notice and will be updated in line with Government guidance. It sets out changes and exceptions to our normal 3Bs behaviour policy. Pupils, parents and staff should continue to follow our normal 3Bs behaviour policy with respect to anything not covered in this addendum.

The Academy may need to amend or add to this addendum as circumstances or official guidance changes. The Academy will communicate any changes to staff, parents and pupils.

### COVID19 Student Code of Conduct

When pupils are in school, the Academy expects them to follow the rules set out in the 'COVID19 Student Code of Conduct' to keep themselves and the rest of the school community safe. Parents should also read the rules and ensure that their children follow the new procedures that have been put in place. Parents should contact the Academy if they think their child might not be able to comply with some or all of the rules, so the Academy can consider alternative arrangements with them and support them to integrate back into school life.

Any student refusing to follow the COVID19 Student Code of Conduct, putting their safety and the safety of other members of the school community at risk, may put their place in the Academy at risk.

The following must be adhered to at all times to ensure the safety of all members of the St Paul's Academy community.

#### **Before entering the premises**

1. If you are using a face covering, please remove it safely and place in a bag/pocket
2. Sanities your hands using the wall mounted dispensers when entering the building

#### **Throughout your time onsite**

1. When using a face covering, please remove it safely and place in a bag/pocket before entering a classroom
2. Maintain the recommended social distance at all times
3. Remain in your year group bubble at all times
4. Wash your hands throughout the day and use the paper towels provided to dry them thoroughly
5. Refrain from touching your face
6. Sanities your hands frequently
7. CATCH IT, BIN IT, KILL IT
8. If necessary, sneeze and cough into your elbow
9. If you become unwell during the day, you must report it to a member of staff
10. Limit your contact with others
11. Remain in your allocated seat in class at all times as directed by your teacher. This is essential for accurate reporting to 'Track and Trace'
12. At the end of the school day, go directly home

#### **Students failing to follow the COVID19 Student Code of Conduct**

Each students case will be managed on an individual basis and appropriate steps will be followed in line with the sanctioning policy of the Academy as outlined in this document. The parents/carers of students found to be in breach of the COVID19 Student Code of Conduct will be contacted as soon as possible and a record of the incident will be placed on Behaviour Watch. Any student found to deliberately cough on another student or member of staff will put their place in the Academy at risk.

This policy will be reviewed by September 2021\*

*\*Coronavirus Addendum will be reviewed as Government and Public Health Advice changes*

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