

All Saints' Catholic Voluntary Academy Policy Document

Galatians 5:22-23: "God's Spirit makes us loving, happy, peaceful, patient, kind, good, faithful, gentle, and self-controlled. There is no law against behaving in any of these ways."

Policy:	Behaviour for Learning Policy
Prepared for:	All Saints' Catholic Academy

Approval

Approved by	Approval date	Review Date
Head teacher	September 2017	September 2018
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General about this policy

The Academy Behaviour Policy describes the legal requirements around behaviour and advises on appropriate practice. It is underpinned by a number of principles, as set out below.

The Principles

- At All Saints' Catholic Voluntary Academy, we expect a high standard of behaviour from all of our students.
- We promote good behaviour through rewards, but also value self-discipline and respect as integral parts of student development
- The Academy expects the support of parents/carers and whilst we appreciate sanction will cause inconvenience this can be avoided if students adhere to this Behaviour Policy.
- We encourage everybody to think about his or her personal conduct and particularly the behaviour expected from students as they develop into young men and women.
- We want all our students to:
 - Listen
 - Do as asked by staff
 - Respect all
 - Be prepared

The Governing Body believes that in order to enable teaching and learning to take place, desired behaviour in all aspects of school life is necessary. It seeks to create an inclusive, caring, learning environment in the Academy through the following principles:

- A clear and consistent vision for managing behaviour.
- An expectation that all in the school community will behave in keeping with the school mission statement and the Catholic Christian Ethos of the Academy. 'Do I see Christ in others; do they see Christ in me?'
- Students will show respect for themselves as well as for other members of the school community. This includes respect for their own and others' safety, property and well-being.
- Making provision for those students who find themselves in difficult situations in their personal lives, and for students with SEND.
- Providing a purposeful environment where achievement is encouraged and in which students feel happy, safe from disruption, violence, bullying, any form of harassment and where they feel that the Academy cares for and about them.
- Ensuring equality and fairness of treatment for all.
- Encouraging consistency of response to both positive and negative behaviour.

- Making learning an enjoyable and challenging experience by matching teaching strategies to a range of needs.
- Promoting early intervention for challenging behaviour.
- Encouraging a positive relationship with parents and carers to develop a shared approach which involves them in the implementation of the Academy's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.
- Respect for the Academy and its associated communities, environment and facilities.

Training

The Governing Body will ensure that appropriate high quality training on all aspects of behaviour management is provided to support the implementation of the Behaviour Policy.

Inter-relationships with other policies

In order for the Behaviour Policy to be effective, a clear relationship with other Academy policies including SEND Policy, Rewards Policy, Attendance Policy, Anti Racism Policy and Anti-Bullying Policy will be established. These can all be found on the website.

Involvement of outside agencies

The Academy works positively with external agencies. It seeks to ensure that the needs of all students are met by utilising the range of external support available including Targeted Support, the Police, a school counsellor and the Healthy Family Team. When students needing support from external agencies are identified, the needs of these students will be considered in implementation of the Behaviour Policy.

Behaviour for Learning

Behaviour which interrupts learning will be dealt with quickly and efficiently by staff to enable learning to continue.

In most cases discipline within the classroom will be dealt with by the class teacher.

In some cases, behaviour may require a response beyond the class teacher or member of staff who encounters it because:

- It is a persistent breach of the Behaviour Policy
- The student is not co-operating appropriately
- The incident is of a serious nature

In such cases the response under the Behaviour Policy will be from the Year Progress Lead or member of the Senior Leadership Team.

Persistent disruptive/inappropriate behaviour inside or outside of the classroom, or serious isolated incidents, could result in sanctions including pre-exclusion and fixed-term exclusion, implemented as decided by the Senior Leadership Team.

Dealing with behaviour that disrupts learning in lessons

Behaviour for Learning ladder shown in all classrooms

ALL SAINTS'

Behaviour for Learning Ladder

LEVEL 0
Good Behaviour.

LEVEL 1 – Verbal warning
Learning disrupted on first occasion. No sanction.
Give verbal warning. Sanction to be run by class teacher if delivered by any other staff in the classroom. Sanction to be run by the Teacher.

LEVEL 2 - Spoken to outside lesson (5 mins max)/ Break or lunch detention
Learning disrupted for second time
Student may be removed from the lesson to be spoken to about their behaviour and then returned to class (student remains on Level 2). The student may also receive a break or lunch detention issued by the class teacher and this will be recorded on SIMS and in the student organiser.

LEVEL 3 - After school detention (departmental or pastoral)/ Referral room.
Learning disrupted for third time
For incidents of repeated low level disruption (e.g. talking over teacher, calling out, tapping pens) student should be sent to the relevant member of staff on the Departmental Referral Timetable and after school detention should be arranged for the next Middle Leader detention. A record should be made on SIMS and a detention letter issued. For more serious disruption (e.g. dangerous, violent or abusive behaviour) student should be sent directly to the Referral Room, with a red card. An after school detention should be arranged for the next Middle Leader Detention. A record should be made on SIMS and a detention letter issued. There must be a reconciliation meeting (student to complete a reconciliation form) and the member of staff involved will need to meet the student to discuss how their behaviour will be addressed before they return to class.

LEVEL 4 - Extended referral period
Unacceptable behaviour in the Referral Room (e.g. late arrival at the Referral Room, refusing the reconciliation meeting, poor work in the Referral Room or disruptive behaviour in the Referral Room), to result in extended period in the Referral Room. Student also to be issued with a Senior Leadership Team detention on a Monday evening or pre-exclusion, depending on the severity of their behaviour. A record should be made on SIMS and a detention letter issued.

LEVEL 5 - Pre - Exclusion
Student to work in isolation in the Pre-Exclusion Room. Student isolated for breaks and lunches. Minimum 1 day and maximum 5 days. Student also to be issued with a Senior Leadership Team after school detention on a Monday evening or pre-exclusion, depending on the severity of their behaviour. A record should be made on SIMS and a detention letter issued. Parent meeting could be arranged with Senior Leadership Team. Poor behaviour in the Pre Exclusion Room is likely to result in a fixed-term exclusion.

LEVEL 6 - School Exclusion
Minimum 1-day exclusion to a maximum of permanent exclusion. This is for persistent disruptive behaviour or a serious incident. A record should be made on SIMS and an exclusion letter issued. Parent meeting will be arranged with Senior Leadership Team following any exclusion.

LEVEL 7 - Governor Discipline Panel
A student's behaviour does not improve or there are repeated exclusions. Student and parent/carer are invited to attend a meeting with the Governor Discipline Panel to discuss actions and next steps.

By working together, we are able to support the student to reach his/her full potential, therefore the Academy adopts the All Saints' Way.

All Saints' Way – Student, Teacher, Parent involvement

Students should come to the Academy in full uniform to learn and all students will be expected to follow this code both in lessons and all areas of the academy environment. Students have the right to be taught in a well ordered, healthy and clean environment where positive behaviour is expected to enable effective teaching and learning to take place.

Students

- ❑ Adhere to the All Saints' Way
- ❑ Try to do their best
- ❑ Be committed to their own learning
- ❑ Be actively involved in learning
- ❑ Respect the learning needs of others
- ❑ Work collaboratively in classes when asked
- ❑ Ask for help when needed and accept advice/guidance
- ❑ Respect the wishes of the teacher
- ❑ Follow instructions from members of staff
- ❑ Follow the Academy policy regarding valuables, mobile phones and other electronic equipment
- ❑ Wear the full academy uniform in accordance with the Uniform and Dress Code, in a proper manner (see the uniform section of the website)
- ❑ Have an appropriate bag containing all required equipment (see Parent Pastoral Guide in the Help Guide section of the website under 'information')
- ❑ Behave sensibly, safely and considerately at all times, including when travelling to and from the Academy and on Academy visits away from the All Saints' site.
- ❑ Take care of the Academy environment, buildings and property.
- ❑ Actively contribute to the development of the Academy
- ❑ Arrive punctually at lessons
- ❑ Follow expected procedures for the start of the lesson, which could include queuing quietly outside the room and standing quietly behind their chairs
- ❑ Submit homework punctually
- ❑ Engage with compulsory support sessions
- ❑ Follow Academy policies, including not swearing
- ❑ Ensure the room is left neat and tidy for the next class
- ❑ Leave the room in a quiet, orderly manner at the end of lesson
- ❑ Students are expected to go to the toilet at break and lunch times, though students with a toilet pass will be excused from lesson. It is at the discretion of the Teacher to allow students to leave the classroom.

No policy can cover all situations. Students are expected to use their common sense and to behave in a responsible way that is in keeping with the overall standards of the Academy and to follow any specific instruction which may arise from time to time.

Teachers and Form Tutors

- ❑ Act as a role model through their professionalism and the support that they show for the values of the Academy
- ❑ Prepare appropriate work for all students
- ❑ Allow students to be actively involved in learning
- ❑ Recognise and encourage effort and achievement through praise and rewards
- ❑ Assess students' work regularly
- ❑ Be punctual to lessons
- ❑ Foster an effective environment for learning
- ❑ Implement the Academy's behaviour, anti-bullying and equality policies
- ❑ Support academy functions
- ❑ Monitor that students have the correct equipment for lessons and are wearing uniform correctly

Parents

- ❑ Ensure their child(ren) come(s) to school on time
- ❑ Account for absence or lateness by telephone or a note in the student organiser
- ❑ Provide a suitable place for homework to be completed
- ❑ Regularly check the student organiser to ensure that homework is being recorded and sign it on a weekly basis
- ❑ Ensure their child(ren) has/have correct uniform and equipment
- ❑ Actively support the Behaviour Policy. Actively show support for their child's learning
- ❑ Respect the professional judgement of staff
- ❑ Show consideration for the safety of other children on the Academy site. Show consideration for the safety and well-being of staff
- ❑ Avoid taking their child on holiday during term time. Support academy functions
- ❑ If a student is dressed inappropriately parents may be contacted and asked to bring correct uniform into the Academy, or the student may be sent home if consent is given by the parent.

Sanctions

If students do not adhere to the expectations outlined in the All Saints' Way and as laid down by this policy, they will be sanctioned in accordance with the Policy.

Every application of the Policy will take into account the student's individual circumstances, including personal circumstances and any special educational needs/ disability of the student.

Sanctions include community service, e.g. litter picking, detentions, time in the Referral Room, time in pre exclusion, fixed term exclusions and permanent exclusions.

In line with the All Saints' Way, detentions are used as a disciplinary measure by staff and are summarised below.

- **Break/Lunch Detentions:** These can be given by staff for students who have reached Level 2 on the Behaviour for Learning Ladder or have behaved in such a way that is deemed not to be in the spirit of our Catholic community or the Code of Conduct. These detentions are recorded in organisers and parents can also monitor the situation through the Academy Insight system.
- **Middle Leader Detentions:** These are given by Year Progress Leaders, Curriculum Leaders and Senior Staff. These are usually in response to Level 3 infringements of the Behaviour for Learning Ladder and last until 4.30pm. Students who have been sent to the Referral Room are automatically given a Middle Leader after school detention. Failure to attend a Middle Leader Detention will result in a Senior Leadership detention.
- **Senior Leadership Detentions:** These are only issued by the Senior Leadership Team. This is for students who have refused to follow school procedures. They will be given when a student has failed to attend a Middle Leader detention or when a student has been placed in pre-exclusion. Senior Leadership detentions run until 5.00pm on a Monday. Non-attendance at Senior Leadership detentions will be treated as defiance and will be sanctioned as such (this can include pre-exclusion and fixed-term exclusion)
- **Referral:** Students who do not follow the supportive steps to improve their behaviour (Level 1 and level 2 on the Behaviour for Learning Ladder) will be issued with time in the Referral Room. Students will automatically be issued with an after school detention if they are placed in the Referral Room as their behaviour will have reached the equivalent of at least level 3 on the Behaviour for Learning Ladder.
- **Referral (Extended Period in the Referral Room):** Students may receive extended time in the Referral Room, to be determined by the Senior Leadership Team (up to one full day and additional days may be added if their behaviour warrants this).
- **Pre-Exclusion:** Where students have reached level 5 on the behaviour ladder, they will be sent to work in the pre-exclusion room. In order to mitigate against a Fix Term Exclusion, the school reserves the right to use Pre-Exclusion for longer periods of time.

All detentions should be recorded on the SIMS system by the member of staff awarding the detention and a detention letter should be issued.

The Academy reserves the right to sanction no-notice detentions (in line with guidance from the DfE) although the Academy will endeavour to give 24 hours' notice of a detention wherever possible.

Only in exceptional circumstances will the Academy consider moving a detention date and after school detentions cannot be changed to within the school day such as lunchtimes.

Not following the All Saints' Way (ASW)

From September, students will have a log in their planner. If a student does not follow the ASW outside of lessons e.g. incorrect uniform, littering, chewing, silly behaviour etc. staff will record this on the students' card.

There are 2 warnings and then the sanctions escalate to break detention, lunch detention, after school and then referral. However, we hope that this card will act as a deterrent and we recognise that the vast majority of students always do follow the All Saints' Way.

Community Service

A sanction of community service will be applied to offences, such as littering, chewing, defacing Academy property. Community sanctions may include the following:

- Litter picking
- Cleaning up chewing gum
- Cleaning up the area of the Academy where property has been defaced

Students will be provided with gloves and appropriate hygiene/safety equipment should community service be issued as a sanction.

The Academy reserves the right to invoice parents for any damage caused to Academy property by their child(ren).

On-Call

From time to time situations can arise which require another member of staff to be called upon for support in a lesson. This could be for behavioural reasons or for other reasons, e.g. a student has an emotional issue which means that they need support which the teacher is unable to give them at that time.

Staff should only use the On-Call system for behavioural issues when they have exhausted all possible sanctions in the classroom or if a serious incident takes place that would mean that staff or student safety is jeopardised if a student is not removed. An example of when On-Call may be used is when a student is refusing to follow a Level 3 sanction (to go departmental referral), needs escorting to the referral room/ pre exclusion room or if a student has left the classroom without permission.

In such cases the teacher should send for the "On Call" member of staff. The member of staff will then come to the lesson and will, in consultation with the class teacher, make a decision about the most appropriate action to take - this may or may not be the removal of the student from the lesson. The class teacher must then follow up the incident and issue an after school detention and log the incident on SIMS.

Procedures for on-call staff

All members of the Senior Leadership Team are used in the on-call rota and they must ensure that the procedures are followed consistently.

They must have a walkie-talkie with them at all times. They should walk around the Academy and escort any students that are out of lessons, without their planner being signed, back to their lesson. They should monitor the students in the Sixth Form Common Room to ensure that they are working.

Where they are called to support a member of staff with a behavioural issue then they must ensure that the incident is logged on SIMS by the member of staff needing support and assist the member of staff in implementing the Behaviour Policy.

When the on call member of staff is not able to respond immediately to a request for support then they should acknowledge the request via email and go to the lesson as soon as possible.

Punctuality

At All Saints' we prioritise the importance of punctuality, as this supports the learning of students by ensuring they do not miss lesson time. We monitor punctuality at the start of the day and between lessons using the SIMS system. Students will be sanctioned when they are late for lessons and the school sanctions system is outlined below:

- 1 late recorded in a week – Break detention with Form Tutor
- 2 lates recorded in a week - Lunch detention with Year Progress Leader
- 3 lates recorded in a week – Middle Leader after school detention until 4.30pm – Parents may be contacted at this point to inform them of their child's punctuality issues and to discuss solutions. The student may also be put on punctuality report
- 4 or more lates recorded in a week – Senior Leadership detention on a Monday evening until 5.00pm

Further lates recorded in a week or a regular pattern of poor punctuality across a series of weeks could result in more severe sanctions being imposed including a loss of unstructured time, pre-exclusion and in serious cases of defiance to the Attendance Policy, a fixed-term exclusion to be decided by the Head Teacher.

It is highly likely that parents / carers of students who are persistently late to lesson will be asked to meet with the Tutor, Year Progress Leader or Senior Leader to resolve any punctuality issues. Parents are expected to fully support the Academy's approach to punctuality and we will endeavour to contact parents at least 24 hours in advance of any after school detention given for punctuality reasons.

Students arriving to school after the registers have closed will be registered with a 'U' mark, which is categorised as an unauthorised absence.

Sometimes the Senior Leadership Team carry out late gates. Students arriving to school after 8.55am will be spoken to at the gate and will have an automatic lunchtime detention.

Bounds

Students (Year 7 – 11) are expected to remain in designated areas within the Academy's boundaries for the whole of the academy day. Students who arrive on academy buses must not then go off the academy site for any reason (e.g. visiting the shop, meeting friends).

Sixth form students are allowed off site at break and lunch time, but must remain on site during timetabled slots.

The academy car parks are out of bounds to all students at all times.

Students will be allocated a Year group zone and this will be for toilets, break and lunchtimes. Students will be allowed to access the dining room every day to purchase food, but must eat packed lunches in their allocated zones.

Bringing the Academy into disrepute

Students must behave appropriately and maturely when traveling to and from the Academy and neighbours of All Saints' MUST be treated with respect.

Teachers may sanction students for their behaviour off-site, including whilst travelling to/from school, whilst in school uniform or whilst in some other way representing the Academy.

Teachers may also sanction students for misbehaviour at any time that could have repercussions for the orderly running of the Academy, pose a threat to another student or member of the public, or could adversely affect the reputation of the Academy.

For any behaviour contrary to this policy or the Anti-Bullying Policy off-site and which is witnessed by a staff member or reported to the Academy by the public students may be issued with a detention, fixed term exclusion or permanent exclusion, depending on the seriousness of the behaviour.

Damage to Academy property

Students are expected to show respect for their environment and to ensure that resources are kept in a state that they can be used by others. Any damage to Academy property will result in a bill for repair being sent to the student's parents/carers. The student should also expect to be sanctioned with some form of community service (e.g. litter picking). The length of time will be agreed with the Assistant Head Teacher (Behaviour and Attitudes).

Prejudice incidents

This is an incident, which is perceived by the victim or any other person to be motivated by hostility, prejudice or ignorance, based on a person's perceived or actual ethnicity, gender, disability, religion, beliefs, sexual orientation or gender identity, or their association with someone from one of these groups.

Prejudice will not be tolerated. All reported incidents will be thoroughly investigated and appropriate sanctions will be applied. Please see Anti Bullying, Anti-racism and Peer on Peer abuse policies on the school website.

Swearing is also not tolerated and will result in time in the referral room.

Smoking

Smoking is not allowed on the Academy site, on the buses, or in the vicinity of the Academy. Students are not allowed to bring tobacco, tobacco products, matches, lighters or any equipment for the purpose of smoking on to the Academy site. Any student found in possession of such items will have them confiscated and destroyed. If found smoking the following sanctions will be imposed:

- 1st offence: Pre-exclusion. Warning sent to parents about future consequences of the student behaviour (this could be by phone or in person).
- 2nd offence: Fixed term exclusion

If a member of staff suspects a student has been smoking then they should escort them to an available member of the SLT for their bag to be searched.

Bus Code

All students should respect other passengers on the buses to and from school. Students will be seated and must not leave their seats during the journey. Poor behaviour may result in a fixed term or permanent withdrawal from the bus and / or trip. The Academy also reserves the right to permanently exclude students if the incident is of a serious nature. The above is in line and supportive of the Nottinghamshire County Council Code of Conduct for bus travel.

In addition to normal school sanctions the following will be imposed:

- 1st offence: Written warning that further breaches may result in a ban from the bus.
- 2nd offence: A fixed-term ban from the bus (1 week to half a term)
- 3rd offence: A fixed term ban from the bus for one term.
- Further offence: A permanent ban from the bus.

Malicious Accusations against Academy Staff

Allegations of abuse are taken very seriously. The Academy aims to deal with any allegation in a fair and consistent way, ensuring that there is effective protection for the student and support for the person who is the subject of an allegation. Any student that is found to have made a malicious allegation against a member of Academy staff will be dealt with severely under this Policy. As a minimum there would be a fixed term exclusion.

Rewards Policy

A school ethos of encouragement is central to the promotion of acceptable behaviour. Rewards are an integral means of achieving this. They have a motivational role in helping students to realise that exemplary behaviour, self-awareness and responsibility to others is valued. Fundamental to the system of rewards is an emphasis on praise both informal and formal to individuals and groups. The Academy will inform parents each term on their child's positive attitude and behaviour in school as part of the reports system.

Please see the Academy website for full details of the Rewards Policy, which also includes information about the Year 11 Leavers' Package.

Unacceptable substances and objects

Any substance or object that presents (a) a danger, (b) is illegal or (c) may have an undesirable effect on others or property must not be brought into school. This includes items/substances such as chewing gum, tobacco, e-cigarettes, cigarette lighters, illegal drugs, alcohol, pornographic material, aerosol cans, fireworks, knives, fire arms/imitation guns and other weapons, stolen items, and any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property. This is not a definitive list.

Where students ignore the above prohibitions, this may lead to:

- The issue being referred to the Police and/or other external agency.
- An internal sanction (pre-exclusion).
- Fixed term or permanent exclusion.

The Head Teacher and staff authorised by the Head Teacher may search students or their property if they hold reasonable suspicion that the student is in possession of any unacceptable substance or object, as identified in this policy.

Academy staff can search students with their consent for any other item.

If a member of staff suspects a student has a banned item in their possession, they can instruct the student to turn out their pockets or bag and if the student refuses, the teacher can apply an appropriate sanction set out in this policy, including a detention.

The use of reasonable force

There are occasions when the restraint of students is necessary. Members of staff in charge of students may use reasonable force to prevent students from:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own property
- engaging in any behaviour which has a negative impact on maintaining good order and discipline at the Academy or on other students

The Head Teacher and authorised Academy staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

The use of reasonable force should only be used in exceptional circumstances, not as a regular or routine act.

Mobile Phones / Devices

The Academy recognises that some students may need to carry a mobile phone/electronic equipment on their way to the Academy but they **do not** need it with them during the academy day. Parents can contact their children in an emergency on 01623 474700. Students who need to make emergency calls can do so by asking a member of the reception staff or Year Progress Leader. Students are allowed to bring mobile phones/electronic equipment (this includes smart watches) into school under the following conditions:

- The phone/electronic equipment is switched off and handed in to reception on arrival into the Academy and collected from the dining room at the end of the academy day. We advise that students do not use their mobile phone/electronic devices when walking home for health and safety purposes.

- If a student fails to hand the phone/electronic equipment in and it goes off or is seen by a member of staff it will be confiscated.
- Mobile phones and other personal electronic are prohibited items during the school day and staff may search a student or their possessions without consent if it reasonably believed that they have such items in their possession
- When a mobile phone is confiscated, it will be held by the Academy for 5 academy days and then returned at the end of the fifth academy day. (This does mean that mobile phones / electronic devices are kept over the weekend)

- The Academy accepts no responsibility for the security of mobile phones/electronic devices brought into school.
- **Members of staff will not investigate missing phones/electronic equipment**
- The use of mobile phones or recording equipment is not permitted within school, including on school trips, and will be viewed as a serious offence under this policy, **which could lead to exclusion.**

- If a student has a mobile phone/electronic device in their possession, it will be assumed that this is their property and this policy will be applied accordingly.

Uniform

Please see the uniform section of the website for full details of uniform, jewellery, make-up and hairstyles. **Please ensure your son/daughter has the correct uniform every day.** Students' uniform is checked daily by Tutors and Year Progress Leaders.

When uniform issues occur, students will be isolated at break and lunch time for a maximum of a week until the issue is resolved. If the issue continues, students will spend time in the referral room and Parents / Carers will be contacted to resolve the issue. There is uniform in school to borrow if needed.

Infringements e.g. jewellery and makeup will be rectified on the day. Students will be asked to remove excessive or incorrect jewellery, place in an envelope and this will be kept in the school safe. It will be returned to parents who may come into school to collect it at a time convenient to the staff. Alternatively, students can collect their property at the end of the last day of each half term. In order to comply with our policy, if a student wishes to have extra piercings this must be done at the beginning of the long summer holiday so that the wound has sufficient time to heal and the piercings do not need to be worn in school. Clear retainers or plasters may **NOT** be worn to protect piercings.

Excessive make up and nail polish will need to be removed by the student. If a student refuses, this will be treated as defiance and could result in time in the referral room.

Students who have practical PE will come to school in their PE kit and remain in their PE kit throughout the day. This will be reviewed at the end of the first half term. PE kit expectations are also outlined in the uniform section of the website. If students arrive at school in the incorrect PE kit, they will be asked to remove the incorrect item if applicable and if this is not possible, students will be isolated at break and lunchtime with the PE department. If incorrect PE uniform is worn regularly the student could spend time in

the referral room as it would be classed as defiance. This also applies to students wearing PE kit on days they do not have PE.

Peer on peer /child on child abuse (for more information see P16 of safeguarding policy)

All Saints' recognises that it takes a lot of courage for a child to disclose that they are being abused or experiencing an upsetting event. They may feel ashamed, guilty or scared, their abuser may have said or suggested that something will happen if they tell somebody else. In addition, the child may have lost all trust in adults or believe that what has happened is their fault. Sometimes they may not be aware that what is happening is actually abuse.

All staff will recognise that children are capable of abusing their peers (including online). **All** staff will be clear about their school's procedures with regard to peer on peer abuse.

At All Saints' we have robust systems in place to support students and minimise the risk of peer on peer abuse:

- Systems in place (well promoted, easily understood and easily accessible) for children to confidently report abuse, knowing their concerns will be treated seriously;
- Information about how allegations of peer on peer abuse will be recorded, investigated and dealt with;
- Clear processes as to how victims, perpetrators and any other children affected by peer on peer abuse will be supported;
- A recognition that even if there are no reported cases of peer on peer abuse, such abuse may still be taking place and is simply not being reported;
- A statement which makes clear that there is a **zero-tolerance approach** to abuse, and it will never be passed off as "banter", "just having a laugh", "part of growing up" or "boys being boys" as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

If a disclosure is made, during their conversation with the pupil staff will;

- Listen to what the child has to say and allow them to speak freely.
- Take what the child is disclosing seriously.
- Ask open questions and avoid asking leading questions.
- Tell the child what will happen next. If a pupil talks to any member of staff about any risks to their safety or wellbeing the staff member will let the child know that they will have to pass the information on – staff are not allowed to keep secrets.
- Write up their conversation as soon as possible on CPOMs in the child's own words. Staff will make this a matter of priority. The record will also detail where the disclosure was made and who else was present.
- The safeguarding Team will then pick up the report and decide on the appropriate next steps.

The School will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively and a member of the safeguarding team will make contact with the parent in the event of a concern, suspicion or disclosure. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care.

The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.

Monitoring, Review and Evaluation

The Head Teacher/Assistant Head (Attitudes and Behaviour) will monitor and review the Behaviour Policy regularly, which will take into account practice and feedback from parents and students in respect of the effectiveness of the Policy and any issues which arise. They will then report to the Governing Body on the policy, effectiveness, fairness and consistency.

The Governing Body will review this policy and associated procedures, to ensure its continuing appropriateness and effectiveness. The review will take place in consultation with the Head Teacher, staff and parents.

The outcome of the review and changes to policy, resolutions and solutions will be communicated to all those involved and incorporated into an amended Behaviour Policy.

Publishing

This policy will be reviewed annually and will be published on the Academy web site.

Information will also be sent to parents via the Academy's newsletter/parent mail on updates relating to behaviour.

Appendix 1 (Covid19 specific if needed)

Health and Safety

If there is the need to implement Covid Safe Health and Safety measures the following actions from 2020-2021 may be implemented:

- Arrive punctually at the start of the day and for lessons.
- Not loiter outside school at the start or end of the day.
- Follow instructions from members of staff, including;
 - Moving swiftly to their Year Group zone
 - Entering the classroom straight away and being prepared for learning
 - Remaining in the Year Group zone at break and lunchtime
 - Using the Dining Room on an allocated day ONLY
 - Ensuring the workspace is left neat and tidy at the end of the day.

Sixth form students may not be allowed the leave the school site at break and lunch.

Phones/electronic equipment is switched off and handed in to the secure unit in their Year Group Zone on arrival into the Academy.

Wearing masks in lessons and when moving around the school.

All students should respect the health and safety of themselves and other passengers on the buses to and from school. Students will be seated in year group order and students must not leave their seats once allocated. Students are encouraged to wear face masks on the bus.

Not following Health and Safety measures

If the health and safety of students is compromised due to deliberate action by a student e.g. deliberate coughing, leaving the Year group zone, not wearing a mask appropriately, this will not be tolerated.

If a student puts themselves or others at risk this will signify that the student could temporarily lose their right to enter the school premises for their learning. This will be recorded on the student's record as a fixed term exclusion from school

In wider society the police would be contacted where there are acts deliberately designed to undermine public health and therefore we have a zero tolerance in this regard.

We will inform parents if there is the need to implement any of the above or new procedures.