

Behaviour Policy



Reviewed: October 2023
Next review: October 2024

The Christian Ethos of Immanuel College

Immanuel means 'God with us'

We believe that God is with us here at Immanuel College

At Immanuel

- We encourage everyone – to think and talk about God
- We encourage everyone – to treat others with equal respect
- We encourage everyone – to fulfil their God-given potential
- We encourage everyone – to take seriously Christ's life-style and teaching
- We encourage everyone – to be open to God's spirit.

Aims

- To ensure that the behaviour of students and the associated behaviour policy reflects the Christian ethos of the school;
- To encourage a healthy balance between rewards and sanctions to encourage and support positive behaviour;
- To promote behaviour improvement as a means of improving learning and teaching;
- To ensure the behaviour system is challenging but realistic and appropriate as the school builds on its success;
- To develop young people who are able to take their place in society as confident and responsible citizens;
- To ensure that a clear behaviour strategy is shared with, and understood by, all members of the school community;
- To ensure that the school takes a measured, proportionate and responsible action in response to instances of poor behaviour;
- To take account of the needs of all students, including the more able, the disaffected and those with learning difficulties or disabilities;
- To ensure that all students are able to work in school, free from harassment or bullying of any form, including cyber bullying, prejudice-based or discriminatory bullying;
- To develop personal and moral values, respect for shared values, other cultures, religions and ways of life;
- To model forgiveness and reconciliation.

Policy Statement

At Immanuel College we believe that good behaviour goes hand in hand with effective teaching and learning. As a school we want every student to feel safe, be happy and make good progress in their learning whilst at school. We understand that students thrive in schools where there is effective discipline leading to a safe and orderly environment.

At Immanuel College most young people are well behaved, respectful and want to learn; most parents support the school in maintaining this situation. However, we recognise that a clear, coherent, behaviour policy is effective in managing the disruptive behaviour of the few students who have yet to learn how to behave effectively and appropriately, and can be used to reward those who consistently make the right choices.

Key Responsibilities

The Governing Body must:

- Ratify the Behaviour policy
- Monitor the impact of the Behaviour policy across the school
- Monitor the use of outcomes and sanctions
- Monitor the incidence of racial and homophobic bullying or that which involves other protected characteristics
- Ensure that there is no differential application of the policy and procedures on any grounds
- Ensure that voice of students and parents are listened to

The Headteacher is responsible for:

- Nominating a Deputy Headteacher to be responsible for developing and implementing the behaviour strategy
- Monitoring the work of the behaviour lead professional
- Ensuring that the behaviour strategy meets the statutory requirements
- Ensuring that the behaviour strategy supports school improvement
- Ensuring that the school works with the BACs partners

The Deputy Head responsible for Behaviour & Inclusion must:

- Ensure that the behaviour strategy meets all the statutory requirements
- Provide a behaviour strategy which supports and reflects the Christian ethos of the school
- Ensure that the behaviour strategy strikes the correct balance between rewards and sanctions
- Ensure that the strategy strikes a balance between rewarding consistently good behaviour and rewarding improving behaviour
- Monitor, and report to Governors, the impact of the Behaviour strategy
- Report to the Governing body on the incidents of homophobic and racist bullying or that which involves other protected characteristics
- Work with the BACs partnership

The Heads of Faculty must:

- Ensure that the behaviour policy is implemented consistently and fairly in the classroom
- Monitor the use of sanctions and rewards in the faculty; in particular, identify any member of the faculty who is implementing sanctions frequently, which may indicate a need for support
- Provide a suitable range of rewards within the faculty
- Ensure that all statutory requirements are met within the faculty
- Provide Schemes of Work which allow colleagues to develop learning experiences which begin to unlock the talent of our young people and equip them with motivation, aspiration and abilities for future work and life
- Monitor and ensure that colleagues are working to the agreed Scheme of Work and providing appropriate lesson plans to engage students and secure participation in lessons
- Ensure that the Scheme of Work supports students in gaining the highest level of attainment

Subject Teachers must:

- Apply consistently, fairly and calmly the school rules and behaviour management procedures
- Treat students and each other with respect.
- Ensure that reconciliation takes place following any sanctions and prior to the next lesson
- Model the behaviours they wish to see in students
- Use verbal praise and encouragement
- Create and sustain a positive, supportive and secure environment.
- Ensure lessons are engaging to minimise poor behaviour and disengagement
- Use their own classroom management strategies to encourage appropriate behaviour for learning
- Challenge any inappropriate behaviour within the school, regardless of the location or time of day

Form Tutors must:

- Develop an effective learning environment
- Use form periods to establish routines to prepare for learning
- Monitor the behaviour of students in their forms
- Develop and implement/facilitate, with the HOH/HOY, support systems for students
- Implement reward systems
- Liaise with the HOH/HOY when there are concerns about a student

Parental Involvement

We recognise the strength of students, parents/carers and staff working together and, with this in mind, parents/carers will be:

- Expected to treat the school and its staff with respect at all times whether communicating in person, by phone/email or using other methods of communication
- Requested to sign a home school agreement and to support the school behaviour policy and its implementation
- Required to accept that the behaviour of the student is their responsibility
- Required to accept that decisions made regarding breaches of the behaviour policy are at the discretion of the school
- Required to support the school where breaches occur, including in the case of incidents involving mobile phones and devices (see online safety policy)
- Expected to send students to school each day, on time, fully equipped according to the requirements outlined in the student planner and ready to learn
- Involved in meetings, and other communications, to plan strategies to support the school and to assist the young person in improving their behaviour
- Required to keep the school informed of anything which may affect the student's behaviour.
- Required to monitor the conduct of their child within the local community so as to ensure that the positive standing of the school is not negatively affected.

Students

All students have a responsibility for their own learning. Students are therefore required to:

- Treat all members of the school community, including visitors, with respect

- Follow the behaviour strategy
- Behave in an acceptable way which allows learning to take place
- Engage appropriately in reconciliation conversations with teachers and other staff
- Be responsible for creating a safe and enjoyable learning environment, including by observing the school rules relating to mobile phones and devices at all times (see online safety policy)
- Report unacceptable behaviour to a member of staff
- Arrive at school ready to learn; on time, fully equipped and wearing correct uniform as defined in the student planner
- Act as good role models for younger students
- Respect the school environment
- Be responsible for their own behaviour within the local community in a way that ensures the positive standing of the school with local residents

Prohibited Items

A small number of items are prohibited within the school grounds/building.

When found these items will be confiscated and parents/carers may be required to collect them. In other cases, the items will be disposed of by the school. Where appropriate the police will be informed and suspension or permanent exclusion may be used.

Such items include –

- Drugs
- Cigarettes and/or tobacco
- Vape pens/e-cigarettes and liquid
- Weapons, including replica or 'look-a-like' weapons
- Any item, other than those listed in the equipment list (within the student planner), which may potentially cause harm to others
- Fizzy and/or energy drinks
- Sweets or chewing gum
- Mobile phones, smart watches/ electronic devices (see appendix A)

Sanctions adopted in the event of pupil misbehaviour

A range of sanctions and other appropriate actions may be taken in the event of pupil misbehaviour. Each incident will be considered on an individual basis, taking into account a range of information and factors. Sanctions and actions, which are at the discretion of the school, may include but are not limited to:

- Permanent exclusion
- Fixed term suspension
- Managed move to another school
- Off-site direction to another school
- Internal removal from lessons
- Detention served after school
- Detention served during the school day
- Loss or supervision of social times
- Loss of privileges
- Student meeting with Pastoral or Senior staff

- Parental meeting with Pastoral or Senior staff
- Behaviour contract
- Behaviour report
- Tutor group, band or set changes
- Restorative justice actions
- Support within the Learning Development Centre (KS4) or Axis (KS3)
- Referral to internal support i.e. Learning Mentors
- Referral to external agencies i.e. Youth In Mind/Early Help

Use of detention: What the law allows

Detention or 'lesson 6' is one of a range of strategies used to address poor behaviour. As stated in "Behaviour and Discipline in Schools: Advice for headteachers and school staff (September 2022), *"a detention is a commonly used sanction, often used as a deterrent to future misbehaviour. It is typically a short period where the pupil is required to remain under supervision of school staff when their peers have been allowed to go home or to break."*

"Behaviour and Discipline in Schools: Advice for headteachers and school staff (September 2022)" states that:

- Teachers have authority to issue detention to pupils, including same-day detentions
- When poor behaviour is identified, sanctions can include detention, including during lunch-time, after school and at weekends.
- The times outside normal school hours when detention can be given include:
 - Any school day where the pupil does not have permission to be absent.
 - Weekends – except the weekend preceding or following the half term break; and
 - Non-teaching days – usually referred to as 'training days', INSET days or non-contact days.
- Parental consent is not required for detentions.

Use of reasonable force & power to search

As stated in "Behaviour and Discipline in Schools: Advice for headteachers and school staff" (September 2022), the term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children.

All members of school staff have a legal power to use reasonable force when it is necessary to prevent students committing an offence, injuring themselves or others, or damaging property and to maintain good order and discipline at the school or among pupils.

"Use of Reasonable Force in Schools (July 2013)" states that schools can use reasonable force to:

- Remove disruptive students from the classroom where they have refused to follow an instruction to do so;
- Prevent a student behaving in a way that disrupts a school event or a school trip or visit;
- Prevent a student leaving the classroom where allowing the student to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;

- Prevent a student from attacking a member of staff or another student, or to stop a fight; and
- Restrain a student at risk of harming themselves through physical outbursts.

In addition to the general power to use reasonable force, headteachers and authorised staff can use such force as is reasonable given the circumstances to conduct a search for the following “prohibited items”:

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

Role of support services

Appropriate support services will be called upon as and when there is a specific requirement. Co-ordination of support services will be part of the role of the Deputy Head with responsibility for Behaviour and Inclusion.

Policy reference

The Behaviour Policy is part of a suite of policies which should be considered together, including:

- Behaviour Policy
- Anti-bullying Policy
- E-Safety Policy
- Exclusion and Suspension Policy
- Drug Incidents Policy

Additionally, reference should be made to documents published by DfE including:

- Behaviour and discipline in schools: Advice for headteachers and school staff (September 2022)
- Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (September 2023)
- Use of reasonable force in schools (July 2013)

Appendix A – Mobile Phone Use

Mobile phones now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Facebook, twitter, snapchat and WhatsApp.

These functions can pose a risk to the maintenance of good discipline, the focus on learning and, crucially, the effective safeguarding of students in schools. This includes the risk of sophisticated bullying via social media platforms. In some cases, mobile phone use within secondary school environments has created serious child protection concerns. Bullying, intimidation and harassment are not new in society; however bullying using a mobile phone represents a significant challenge for schools to manage.

This policy has been developed in consideration of:

- DFE 'Mobile phones in schools' - Guidance for schools on prohibiting the use of mobile phones throughout the school day (February 2024)
- Keeping Children Safe in Education 2023
- DFE guidance on Searching, Screening and Confiscation - Advice for Headteachers, School Staff and Governing Bodies (July 2022)

KS3 and KS4

Mobile phones and electronic devices are banned from use on the school site. Any that have been brought to school must be switched off and out of sight when students are on the school grounds from 8.30am until 2.55pm or the end of after school activities and detentions / isolation. It is not acceptable for phones merely to be put on silent; they must be switched off. Phones must also not be visible at any point. **Any student who fails to turn their mobile phone off while on the school site will have their phone confiscated.**

Students should not need to use a mobile phone whilst on school premises. In exceptional circumstances if a student should need to make a phone call within the school grounds they can either:

- ask a member of staff if they can use the school phone network
- report to their pastoral office and ask if they can switch their mobile phone on to make the call.

Sixth Form

Sixth form students should only use their mobile phone in the common room area. Sixth Form students may be allowed to use mobile phones or electronic devices in lessons if individual teachers confirm this. They should not place them on show or remove them from their bag until they have been directed by the member of staff. If any element of this policy is not adhered to staff are expected to confiscate the phone. All other phone rules are in line with the general policy.

Compliance with the Policy

If we find out that a student has used their phone in school for any reason, they will be asked to hand their phone over for confiscation. There are no exceptions to this policy.

The DfE issued 'searching, screening and confiscation' guidance in 2022. This advice underpins the and supports our behaviour policy. Page 6 of the behaviour policy outlines that there are times we will undertake a search for 'prohibited items' and page 5 states that a mobile phone/electronic device is considered a prohibited item.

Paragraph 57, page 17 of the Searching, Screening and Confiscation guidance makes it clear that **staff can search and confiscate any prohibited item**.

Page 20 of the Searching, Screening and Confiscation guidance makes it clear that, consistent with Section 91 of the Education and Inspections Act 2006, schools have the power to confiscate, retain or dispose of a pupil's property as a disciplinary measure where it is reasonable to do so. The fact that Immanuel College have identified a mobile phone\electronic device to be a prohibited item means that the confiscation is both reasonable and lawful. As such, a member of staff is protected from any liability for loss or, or damage to, any item they have confiscated as long as they have acted lawfully.

Sanctions

- Any student in breach of this policy will have their device confiscated, placed in an envelope and securely locked away. If the mobile phone is not seen but it is evident that a student, however discretely, has used a mobile phone, or has not turned the phone off, we will confiscate the phone.
- Once a phone is confiscated, it will not be returned under any circumstances. If a child is reliant on their phone for communication with home, or for accessing their train ticket, or online learning, this will only serve to reinforce why they must ensure they are compliant with school expectations.
- If a student has their phone confiscated for the first time in the half term, they will be able to collect their mobile phone/electronic device at 3pm from Student Reception.
- 'Headteachers are backed by the DfE to confiscate mobile phones and similar devices for the length of time they deem proportionate' (extract from DfE 'Mobile phones in schools' - Guidance for schools on prohibiting the use of mobile phones throughout the school day - February 2024).
- In the event of a second incident in a half term, or in the case of serious misuse, an appointment must be made by a parent/carer to visit a member of the Pastoral Team in order to collect the phone. The phone will not be returned to the student in these cases.
- If there is a third incident in a half term, or in the case of serious misuse, the Headteacher may impose either a fixed term or permanent ban on bringing a mobile phone into school.
- If a student refuses to comply with any staff request for confiscation, they will be removed from lessons and placed in Isolation for defiance. If they continue to refuse to hand over their phone for any reason, the circumstances will be reviewed, and the student may be removed from mainstream learning or suspended. Under these circumstances the student will also be banned from bringing their phone on to the school site.
- Any student banned from bringing a mobile phone on site will be subjected to occasional or regular searches in line with the Searching, Screening and Confiscation Guidance (2022). If a banned item is found, it will be confiscated.
- Any student failing to comply with the search may receive a suspension for persistent violation of school rules.

Sixth Form Sanctions

If a sixth form student is found to be using a mobile phone / electronic device inappropriately then the phone / electronic device will be confiscated. The device will be returned at 3pm that day. In case of repeated use or serious misuse then the same sanctions as KS3 and KS4 will apply

Smart Watches

It is expected that Smart Watches, watches with functionality beyond just 'telling the time', are kept on 'flight mode' in school. If a student is suspected of using a smart watch during a lesson, they will be asked to show that it is in flight mode. If it is not, the watch will be confiscated and the policy set out above will apply.