

COGNITA
TEACHING EXCELLENCE



DOWNSEND
SCHOOL
PRE-PREP EPSOM

School Behaviour Policy & Statement of Principles at Downsend School Pre-Prep Epsom

September 2016

Downsend School Pre-Prep Epsom

Contact names	
Head teacher	Vanessa Conlan
Deputy Head (pastoral)/Senior Member of Staff	
Designated Safeguarding Lead (DSL)	Sharon Butler
Special Educational Needs & Disability Coordinator (SENDCO)	Sue Goldsmith
Cognita Assistant Director of Education	James Carroll
Independent Chair of school Safeguarding Governance Committee (SGC)	Lisa Laws
Incident and Accident Books	Stored in School Office
Cognita Head Office	5 & 7 Diamond Court, Opal Drive, Eastlake OPark, Milton Keynes MK15 0DU

Third Party contacts	
Childline	0800 1111
NSPCC	Weston House, 42 Curtain Road, London EC2A 3NH 0808 800 5000
Counselling MindEd	
Young Minds	
Place2Be (4-14yrs)	

KEY FACTS:

- ✦ **The Head sets the standards of behaviour in school, as expected by Cognita, the proprietor**
- ✦ **We ensure the welfare, health and safety of our children at all times**
- ✦ **We also have a separate anti-bullying policy and we have a zero tolerance approach to bullying**
- ✦ **We safeguard and promote the welfare of children and young people as a top priority**
- ✦ **We expect our parent/carer(s) and children to follow the school rules, which we believe are fair and proportionate**
- ✦ **Probable criminal behaviour will be reported to the police**
- ✦ **We do not permit the use of corporal punishment**

1 Purpose

- 1.1. All pupils will benefit from learning and developing in a well ordered school environment that fosters and rewards good behaviour and sanctions poor and disruptive behaviour. In order to help pupils succeed, all staff have a role to play in supporting them to be resilient and mentally healthy.
- 1.2. We are required to ensure the safety and well-being of all our children and staff, and take great pride in the behaviour and conduct of all our pupils. We provide a safe and affirming place for children where they can develop a sense of belonging and feel able to trust and talk openly with adults about their problems.
- 1.3. In keeping with The Education (Independent School Standards) (England) Regulations 2014, our policy outlines our code of conduct for children and young people, as well as the use of sanctions and rewards to ensure our high standards are maintained. We have a duty to ensure arrangements are made to safeguard and promote the welfare of children.
- 1.4. Every school must have a behaviour policy. Our governance arrangements, from Cognita, set the general principles which form our approach towards behaviour and discipline in our schools. This is in keeping with the spirit of the Education and Inspections Act 2006, with Cognita as the proprietor.
- 1.5. Our policy and principles have been developed in wide consultation with staff, pupils and parents to ensure that we adopt a consistent approach to behaviour management.
- 1.6. The Head teacher is responsible for developing the behaviour policy within the framework set by Cognita, and in keeping with best practice in schools outlined by DfE. Teachers have power to discipline pupils for misbehaviour which occurs in school and, in some circumstances, outside of school.
- 1.7. This means that the Head teacher decides and sets the standard of behaviour expected of all pupils in our school. This includes how the standards will be achieved, the school rules, any disciplinary penalties for breaking the rules, and rewards for good behaviour.

The measures in our policy aim to promote good behaviour, self-discipline and respect, ensure that pupils complete assigned work and regulates conduct.

- 1.8. Our behaviour policy also refers to our approach towards managing any bullying behaviour and our school strategies to prevent all forms of bullying. To this end, we also hold an anti-bullying policy document, which is available on our website and from the school office.
- 1.9. Our school policy takes into account the need to safeguard and promote the welfare of pupils, as outlined in our safeguarding policy, and in accordance with section 157 Education Act 2002, our general duty to eliminate discrimination under the Equality Act 2010, as well as our support for pupils with special educational needs.
- 1.10. If any behaviour is considered by the Headteacher to be criminal or to pose a serious threat to a member of the public, then it will always be reported to the relevant police authority. If any misbehaviour is considered to be linked to any child suffering, or being likely to suffer, serious or significant harm, then our safeguarding/child protection policy and procedures will be rigorously followed.
- 1.11. We publish our policy for parents, pupils and staff. It can be found on our website and accessed from the school office. We review this at least annually. This policy is referred to in our parent contracts accordingly.

2 Applicability

- 2.1. Good behaviour is essential for effective learning to take place. Our school policy presents a fair, consistent and transparent approach towards behaviour management which combines appropriate discipline with support and encouragement delivered within our caring school environment. We also believe that this is what parents want from our school.
- 2.2. We work together with our parents, pupils and staff to create an atmosphere of mutual respect and understanding. Our written policy reflects this approach in that we balance discipline and sanctions with a strong commitment to encouraging and supporting positive behaviour.
- 2.3. To this end, we expect our parents and pupils to respect the rules of the school and the expectations laid out in our behaviour policy. We expect both staff and parents to model positive behaviour at all times so that our pupils can benefit fully from their experiences in school.
- 2.4. It is important that our staff follow the behaviour policy at all times to ensure that we implement our policy consistently and effectively. We understand that this ensures that our pupils feel they have been treated fairly compared to others.
- 2.5. **We do not permit the use of corporal punishment, nor the threat of any such punishment which could adversely affect a child's well-being, during any activity whether on, or off, the school premises under any circumstances.**
- 2.6. Should any child display emotional, behavioural and social difficulties, it is our role to remedy, or at least positively manage, such difficulties to ensure that children are properly included in the educational experiences and opportunities provided and that the learning of their peers is not impeded.
- 2.7. Children who are mentally healthy have the ability to:

- 2.7.1. develop psychologically, emotionally, intellectually and spiritually;
 - 2.7.2. initiate, develop and sustain mutually satisfying personal relationships;
 - 2.7.3. use and enjoy solitude;
 - 2.7.4. become aware of others and empathise with them;
 - 2.7.5. play and learn;
 - 2.7.6. develop a sense of right and wrong; and
 - 2.7.7. resolve (face) problems and setbacks and learn from them.
- 2.8. Where severe problems occur, we expect the child to get support elsewhere as well, including from medical professionals working in specialist Child and Adolescent Mental Health Services (CAMHS), voluntary organisations and local GPs. We will identify whether individual pupils might be suffering from a diagnosable mental health problem and involve their parents and the pupil in considering why they behave in certain ways. We will intervene early and help to strengthen resilience before serious problems occur, using national and local agencies to support pupils, using evidence-based approaches.

3 Definitions and Scope

Statement of Behaviour Principles

- 3.1. Good schools encourage good behaviour through a mixture of high expectations, clear policy and an ethos which fosters discipline and mutual respect between pupils, and between staff and pupils.
- 3.2. Our school provides:-
 - 3.2.1. a committed senior management team that sets a culture within the school that values all pupils; allows them to feel a sense of belonging; and makes it possible to talk about problems in a non-stigmatising way;
 - 3.2.2. an ethos of setting high expectations of attainment for all pupils with consistently applied support. This includes clear policies on behaviour and bullying that set out the responsibilities of everyone in the school and the range of acceptable and unacceptable behaviour for children. These should be available and understood clearly by all, and consistently applied by staff;
 - 3.2.3. an effective strategic role for the qualified teacher who acts as the special educational needs co-ordinator (SENCO), ensuring all adults working in the school understand their responsibilities to children with special educational needs and disabilities (SEND), including pupils whose persistent mental health difficulties mean they need special educational provision. Specifically, the SENCO will ensure colleagues understand how the school identifies and meets pupils' needs, provide advice and support to colleagues as needed and liaise with external SEND professionals as necessary;
 - 3.2.4. working with parents and carers as well as with the pupils themselves, ensuring their opinions and wishes are taken into account and that they are kept fully informed so they can participate in decisions taken about them;
 - 3.2.5. continuous professional development for staff that makes it clear that promoting good mental health is the responsibility of all members of school staff and community, informs them about the early signs of mental health problems, what is

and isn't a cause for concern, and what to do if they think they have spotted a developing problem;

3.2.6. clear systems and processes to help staff who identify children and young people with possible mental health problems; providing routes to escalate issues with clear referral and accountability systems. We work closely with other professionals to have a range of support services that can be put in place depending on the identified needs (both within and beyond the school). These are set out clearly in our published SEND policy;

3.2.7. working with others to provide interventions for pupils with mental health problems that use a graduated approach to inform a clear cycle of support: an assessment to establish a clear analysis of the pupil's needs; a plan to set out how the pupil will be supported; action to provide that support; and regular reviews to assess the effectiveness of the provision and lead to changes where necessary; and

3.2.8. a healthy school approach to promoting the health and wellbeing of all pupils in the school, with priorities identified and a clear process of 'planning, doing and reviewing' to achieve the desired outcomes.

3.3. Only medical professionals should make a formal diagnosis of a mental health condition. We, however, are well-placed to observe children day-to-day and identify those whose behaviour suggests that they may be suffering from a mental health problem or be at risk of developing one, usually through the Common Assessment Framework or Early Help. This may include withdrawn pupils whose needs may otherwise go unrecognised.

3.4. The quality of learning, teaching and behaviour are inseparable issues and the responsibility of all staff.

3.5. The following principles underpin our approach towards behaviour and discipline:-

3.5.1. school staff and pupils should all show respect for one another;

3.5.2. good behaviour should be rewarded and sanctions should always be applied consistently for unacceptable behaviour, including bullying and violence;

3.5.3. appropriate action should be taken to reduce the risk of poor behaviour occurring, including particular action to prevent a disproportionate number of behaviour issues arising amongst vulnerable groups of pupils, such as those with special educational needs;

3.5.4. pupils whose behaviour and attendance may deteriorate through events such as bereavement, abuse, or through the divorce or separation of parents should be identified and supported;

3.5.5. all pupils should be listened to and responded to;

3.5.6. all pupils are entitled to learn in a safe and secure environment;

3.5.7. pupils should act as appropriate ambassadors for the school on, for example, school trips, work placements, sports events and journeys to and from the school;

3.5.8. all school staff should model positive behaviour and promote it through active development of pupils' social, emotional and behavioural skills; and

3.5.9. all members of the school community should understand and accept the principles on which the behaviour policy is grounded.

4 Procedures & Responsibilities

- 4.1. Behaviour is the way we act and respond to people and to situations in which we find ourselves. Our aim is that all of our children should be able to behave in socially acceptable ways.
- 4.2. Teachers have authority in our school to discipline children for misbehaviour which occurs in school and this power applies to all paid staff with responsibility for children; unless the Head teacher says otherwise.
- 4.3. To be socially acceptable, we believe that children should be able to:-
 - 4.3.1. treat other children and adults with respect;
 - 4.3.2. speak politely to other people; and
 - 4.3.3. have self-confidence and high self-esteem.
- 4.4. To encourage this, the staff will:-
 - 4.4.1. treat all children and adults with respect;
 - 4.4.2. speak politely to other people;
 - 4.4.3. praise children's efforts and achievements as often as they can;
 - 4.4.4. explain to children what they should have done or said when they get it wrong;
 - 4.4.5. tell parents about their child's efforts and achievements; and
 - 4.4.6. avoid using critical or sarcastic language.
- 4.5. We will not accept the following behaviour from children or adults:-
 - 4.5.1. use of unkind or rude language;
 - 4.5.2. hitting, kicking, biting or other such physical responses; or
 - 4.5.3. racist or sexist remarks, or other discriminatory comments.
- 4.6. If such behaviour occurs:-
 - 4.6.1. we will tell the child that it is wrong and explain what they should have done or said, or not said;
 - 4.6.2. if the behaviour is repeated, the child will be reprimanded once more as above;
 - 4.6.3. if the behaviour continues, we will remove the child from the activity and speak to the parent when the child is collected;
 - 4.6.4. we will try to find out why the child is behaving in this way and then treat the situation accordingly.
- 4.7. The role of the teacher:-
 - 4.7.1. Teachers are responsible for ensuring that the Code of Conduct in our school is enforced in their class, and that their classes behave in a responsible manner during lesson time.
 - 4.7.2. Any incidents of anti-social behaviour will be discussed by the teacher with the class, eg during circle or pastoral time.
 - 4.7.3. Every teacher enforces the classroom code consistently and treats each pupil fairly.
 - 4.7.4. If a pupil misbehaves repeatedly in class, the teacher keeps a record of all such incidents; dealing with the matter themselves in the first instance. However, if the behaviour continues, they should seek help and advice from the senior member of staff named at the front of this document, including where relevant a conversation with the parent to seek improvements and the use of appropriate strategies.

- 4.7.5. The teacher reports to parents about the progress of each pupil for whom they are responsible, in line with our school policy. The teacher may also contact a parent if there are concerns about the behaviour or welfare of any pupil.
- 4.7.6. An incident form is used to record in detail any incident involving a child, or anyone employed in the school, which results in personal injury or damage to property. These include loss or theft, deliberate damage, any other serious incident. These are reported to the Headteacher and parents. We record all details fully and accurately. Incident forms are kept in school and records maintained in the child's personal file and the incident book.
- 4.7.7. Obey all health and safety regulations in classrooms and around the school including helping to keep the school clear of clutter and litter.
- 4.7.8. Never make racist, sexist or other abusive or humiliating remarks.
- 4.7.9. Never resort to physical violence.
- 4.7.10. The use of reasonable force may be used exceptionally and only to prevent injury to pupils, damage to property or to prevent pupils committing an offence. Only the minimum is used and a critical incident is recorded.

4.8. Expectations of Pupils in our School:-

- 4.8.1. arrive on time to lessons/classes with all the equipment needed for the lesson;
- 4.8.2. listen in silence when the teacher is giving instructions;
- 4.8.3. follow instructions promptly and accurately;
- 4.8.4. raise a hand to gain attention;
- 4.8.5. follow the teacher's instructions about moving around the classroom;
- 4.8.6. treat others with respect and consideration at all times;
- 4.8.7. dress cleanly and neatly in the specified uniform for the activity;
- 4.8.8. obey all health and safety regulations in classrooms and around the school including helping to keep the school clear of clutter and litter;
- 4.8.9. move sensibly and calmly around the buildings and grounds;
- 4.8.10. never make racist, sexist or other abusive or humiliating remarks;
- 4.8.11. never resort to physical violence.

5 Policy

5.1. Our Rewards

- 5.1.1. All staff praise, reward and sanction consistently.
- 5.1.2. Younger children are given stars and stickers for good work. They share their work with friends, teachers and the Headteacher.
- 5.1.3. Each week, the class teacher nominates an individual, group or whole class to celebrate achievements in school's special weekly Celebration Assembly. The achievement celebrated is displayed on the Celebration Board and the children are also named in the weekly newsletter.
- 5.1.4. Our Celebrations Assemblies take place to support our positive approach and to reinforce good behaviour thereby celebrating all children's achievements, raising self-esteem and self-confidence.

5.2. Our Sanctions

5.2.1. The teacher generally deals with minor breaches of discipline in a caring, supportive and fair manner. A child's individual needs will always be considered carefully. However, if there are any times when children transgress from the acceptable boundaries in our school, they will be spoken with so that they understand the boundaries and what is expected of them.

5.2.2. The following five questions form part of school's strategies in restoring positive behaviour and are used when appropriate.

- What happened?
- What were you thinking?
- How were you feeling?
- Who has been affected by this?
- What do you need/do now to put things right?

5.2.3. We consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff will follow our safeguarding children policy and refer the conduct to the DSL for advice and support before determining any sanction. We should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point, we will consider whether a multi-agency assessment is necessary.

5.2.4. Adults always make it clear that they are upset about the child's behaviour, not the child. They should always use private not public reprimands so that when a sanction is applied, the child can make a fresh start. Corporal punishment will not be used in any circumstances and to do so is illegal.

5.2.5. Parents will be involved at the earliest stage, if problems are persisting or recurring.

5.2.6. The following outline a range of strategies in use in school to reinforce desirable behaviour. Any sanction must be reasonable in all the circumstances and account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them. These include the following:

5.2.7. changes in classroom organisation, seating, etc;

5.2.8. using different resources;

5.2.9. setting small and achievable targets;

5.2.10. short periods of supervised time for personal reflection;

5.2.11. positive rewarding systems with no comments for undesirable behavior;

5.2.12. use of certificates for positive qualities;

5.2.13. acclaiming good behaviour when it is seen in class;

5.2.14. involving parents at an early stage to make an action plan together;

5.2.15. In response to major breaches of discipline such as physical aggression, deliberate damage to property, stealing, leaving school premises without permission, severe and persistent bullying, verbal abuse and persistent disruptive behaviour in class:

5.2.16. contact parents immediately;

- 5.2.17. meeting with parents and a plan agreed for monitoring the behaviour whereby parents also take responsibility for helping their child to improve;
- 5.2.18. parents to be advised that the next stage is a fixed term exclusion;
- 5.2.19. permanent exclusion with the agreement of the Assistant Director of Education will only take place if the above measures have not been successful over time, and that parents have been notified in advance of the possible outcome should re-offending occur of a serious and persistent nature. (Please see the school's exclusion policy for further details.) All Cognita exclusion procedures will be followed including appropriate warning letters. The Local Authority will be informed.

5.3. **Allegations of Abuse against Teachers & Other Staff**

- 5.3.1. Allegations of abuse are taken seriously and dealt with in a fair and consistent manner that provides effective protection for the child and supports the person about whom the allegation has been made.
- 5.3.2. Every effort will be made to ensure confidentiality is maintained while an investigation is underway.
- 5.3.3. This will be treated as a serious incident and consideration of our school sanctions will be used in the event of any malicious accusations against school staff. This will include exceptionally exclusion from school but only where appropriate and it is proportionate to the event, in keeping with the individual circumstances of the incident. Any sanction must be reasonable in all the circumstances and account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them. We will always seek to first understand why this allegation has been made, and any sanction applied will be commensurate with the serious nature of the allegations, and procedures would be adhered to.

5.4. **Complaints Procedure**

- 5.4.1. If you are not happy with the way that you or your child is treated by any member of staff you should consider raising your concern with the Headteacher. You may find it helpful to refer to our formal complaints procedure for guidance. This procedure emphasises the importance of resolving any concerns informally and at the earliest possible opportunity. We expect our parents to share any concerns informally with us so that we can continuously improve the quality of education at our school.
- 5.4.2. If your complaint is about exclusion from school for inappropriate conduct, please refer the matter to the Assistant Director of Education as advised in your exclusion letter.

6 Related Policies, Guidelines, Templates and Forms

5.4.3.Special Educational Needs

5.4.4.Safeguarding: Child Protection Procedures

5.4.5.Safeguarding: Dealing with Allegations of Abuse against Teachers & Other Staff

5.4.6.Compliments & Complaints Procedure

5.4.7.Learning outside the Classroom: Educational Visits

5.4.8.Accidents & Incidents Recording & Reporting

5.4.9.Health & Safety

5.4.10. Equality & Diversity

5.4.11. Data Protection

5.4.12. School Uniform

5.4.13. School Exclusion Procedures

5.4.14. Supervision

5.4.15. Social, Moral, Spiritual & Cultural Development

5.4.16. Staff code of conduct

5.4.17. School disciplinary procedures

5.4.18. Anti-bullying

5.4.19. Use of reasonable force

Addendum

5.4.20. School Rules and Routines at Pre-Prep Epsom

School Rules & Routines

All staff reward and praise children observed following the school's rules. The following guidelines are encouraged at all times:

- Children move quietly in school
- Children must ascend/descend stairs in a safe manner
- Children should be accompanied to and from the Hall, playground etc.
- Children must never be left unsupervised
- Staff will need to ensure that children's behaviour supports health and safety issues, e.g. children should not stand on furniture

Children should:

- Treat others as you would wish to be treated yourself
- Care for your own property and respect the belongings of others
- Be kind and considerate to others
- Be polite and courteous
- Be understanding and tolerant of others

Playground Guidelines & Staff Responsibilities

Aims

- To ensure that whilst at play, children are safe and secure
- To ensure that playtime is a positive experience
- To ensure that playtime enables children to learn personal and social skills
- To help children to recognise acceptable and unacceptable behaviour in a positive and fair way
- To ensure continuity and consistency in the way staff interact with the children and deal with incidents

Staff Responsibilities

- To report any breakages or potential hazards to the Head
- To be aware of First Aid routines
- To complete Accident/Incident Form when necessary
- To liaise with class teachers over individual children's behaviour
- To raise any general issues at staff meetings or earlier with Head if necessary
- To explain playground rules to the children and help to ensure they adhere to them
- To enforce the aims set out above

The following is not acceptable during playtime:

- Chasing games on the climbing frame
- Rough behaviour, including pushing

It may be necessary to guide friendships, pairs or groups of children together prior to going out to play, particularly at the beginning of each term, and staff need to ensure that children include others in their play. Adopting a “buddy” system can be an effective way of helping children overcome insecurities at playtimes, at mealtimes and on outings.

When appropriate, children should be encouraged to use the following strategies to help develop independence:

1. Say “Stop” if someone is doing something you don’t like.
2. Move away from the situation if you can
3. If you cannot resolve the situation, seek help from an adult immediately.

Playground Rules

1. Children must suitable footwear at playtimes
2. Year 1 and Reception should not use the bikes and trikes when younger children are using the main playground
3. Staff to ensure that there is a variety and sufficient equipment out for the children to use at playtimes
4. Staff must ensure that no child is excluded at play time and encourage children to include others in their play
5. Children must not re-enter school without permission from the staff on duty
6. Children demonstrating unacceptable behaviour will not have free range in the playground but take a staff members hand for a period of time. The child’s class teacher must be informed at the end of playtime
7. The bell must be rung promptly at the end of morning first play to avoid delaying the start of second play
8. First bell means stop, look and listen. At the end of each playtime, children should be encouraged to tidy everything away. The second bell means walk and line up quietly before entering the building.

Woodland Garden Rules

1. Children must wear wellington boots when wet
2. When playing in muddy areas of engaging in messy activities children should wear over trousers
3. Rules for safety:
No fighting with sticks
No throwing stones

4. Children must put resources away at the end of each session

Strategies for Promoting Positive Behaviour & Rewards

School has high expectations of children and their behaviour in school and on outings. Our expectations are clear and sharing them with the children is on-going. Staff explain and reason why rules are necessary, they role model desired behaviour and encourage self-discipline. School's policy is 'to catch children being good' and acknowledge this in a positive manner. When children behave well, they are rewarded with:

- Specific verbal praise where staff identify the exact aspect of the behaviour they have noticed, e.g. 'thank you for ...', 'I like the way you are...'
- A smile
- A thumbs - up signal
- Putting their name up for all to notice
- A special sticker from the class teacher or Head Teacher
- Recognition at the weekly Celebration Assembly
- Recognition in the weekly newsletter
- Praise and often stickers are awarded for initiating keeping smart, team work, keeping the school tidy, being helpful, kind, polite, well-mannered...

Strategies for Restoring Positive Behaviour

The following 5 questions form part of school's strategies in restoring positive behaviour and are used when appropriate.

- What **happened**?
- What were you **thinking**?
- How were you **feeling**?
- Who has been affected by this?
- What do you need/do **now** to put things right?

Sanctions Hierarchy

If a child chooses to break a rule, the following steps will be taken:

1. A verbal reminder or warning with reasoning to support
2. A second warning given
3. A few minutes sitting/working apart from the rest of the class
4. Thinking or working time in another class
5. Sent to Head Teacher or senior member of staff

6. Contact parents/guardians. If informing parents, the incident will be recorded and kept on file. An IBP (individual behaviour plan) may be drawn up, with targets to be shared at home and school. The IBP would be shared with all staff linked with the child to ensure consistency with managing the behaviour.

For severe disruption, move straight to 5. Should a child repeatedly behave violently towards another child or adult or react in a way that is dangerous to him or herself, exclusion or expulsion may be necessary following discussions between the Pre-Prep Head, the Headmaster, relevant staff and parents/guardians.

School will not administer corporal punishment.