




Positive Relationships Policy 2024 (Behaviour)

Our Vision

Through the love of God, we protect our school community. Together we trust, hope, persevere and flourish on life's great adventure.

<p><u>Our Values</u></p> <p>Love Courage Community Forgiveness Honesty Determination Respect</p>	<p><u>Our Rainbow Rules</u></p>  <p>We are patient We are kind We delight in the truth</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Introduction

The first part of our vision is this 'Through the love of God, we protect our school community'. To do this we ensure that health and safety is an important consideration across the whole organisation. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.

We are committed to:

- Forming trusting, long lasting relationships with our pupils and families to ensure that everyone has the opportunity to be the best that they can be.
- Having high expectations of behaviour from both our pupils and adults and understanding that all behaviour is a means of communication
- Equipping our pupils with the physical, academic, emotional and social skills they need to thrive on the next stage of their journey.

Rationale

This policy should be taken as part of the overall strategy of the school, read in conjunction with the Anti-Bullying Policy and the Exclusion Policy and operated within the context of our vision and mission as a Church of England School.

The policy has been developed with consideration to the following legislation and guidance:

- Behaviour and discipline in schools
- Searching, screening and confiscation at school
- The Equality Act 2010
- Use of reasonable force in schools
- Supporting pupils with medical conditions at school
- SEND Code of practice

Responsibilities

The governing body will:

- Ensure the senior leadership team consistently demonstrate a consideration for the well-being of all pupils, staff and visitors
- Monitor behaviour within school and implement support and procedures where necessary.
- Ensure staff are provided with high quality training regarding behaviour and have the knowledge and skills to provide support where required.

The Headteacher will:

- Promote a positive, caring, honest culture in school
- Report to governors on key behaviour issues
- Seek advice from other organisations or professionals as and when necessary
- Ensure that all staff connect with the policy
- Devise and implement behaviour procedures, supported by SLT
- Ensure the policy is reviewed on an annual basis
- Ensure relevant staff have access to appropriate training

Staff will:

- Create a calm, purposeful and positive atmosphere with realistic expectations
- Provide a caring and effective learning environment
- Encourage all pupils, whatever their ability, to achieve their full potential
- Encourage positive relationships based on mutual respect
- Set and expect high standards of behaviour in and out of the classroom.
- Utilise celebrations and learning opportunities
- Involve parents at an early stage when a pupil is experiencing behaviour problems
- Provide a personalised approach to the specific behavioural needs of particular pupils, liaising with the head teacher and outside agencies as appropriate.

Parents/Carers will

- Work collaboratively with the school, so that pupil's receive consistent messages about how to behave at home and at school
- Support their child's learning and co-operation with the school as set out in the Home-School Agreement
- Ensure pupil's attend school in good health, punctually, and regularly (this involves taking holidays only out of term time except in very exceptional circumstances)
- Being realistic about their child's abilities and offering encouragement and praise
- Participate in discussions concerning their child's progress and attainments
- Ensure they contact the school to discuss matters which affect their child's happiness, health, progress and behaviour
- Allowing their child to take increasing social and personal responsibility as they progress through the school
- Accept responsibility for the conduct of their child at all times
- Support the actions of the school if they wish to use therapeutic consequences to a pupil as a result of inappropriate behaviour

Pupils will

- Come to school every day, on time and in my correct uniform, bringing with me all the things I need.
- Observe the school Rainbow Rules and treat everyone in school with courtesy and respect.
- Respect other's culture, race, feelings, beliefs, sexual orientation and values.
- Try my best in all that I do and ask for help if I need it.
- Be kind and speak politely to everyone in school.
- Take good care of the building, equipment and school grounds.
- Behave in a safe way.
- Tell a member of staff if I am worried or unhappy.

Policy Aim

The primary aim of our positive relations policy is not a system of enforced rules. It is a means of promoting good relationships, so that pupil's and staff can work together with the common purpose of helping everyone to learn. The purpose of this *Positive Policy* is to guide teachers, pupils and their families on our restorative and relationship focused approach to behaviour management.

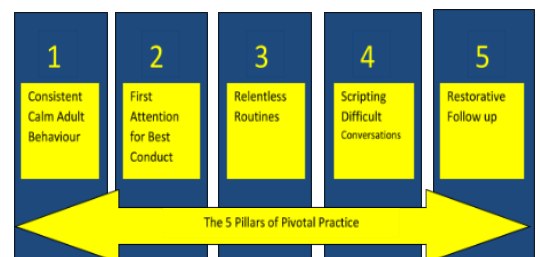
We strongly believe that all behaviour is a means of communication; it is a way of expressing our emotions.

We ensure our pupils know and understand that they have a choice in how they behave and that with every choice, there is a consequence.

We feel it is better to promote self-discipline rather than discipline after the event. We do this by building pupils' self-esteem and a sense of responsibility.

When pupils are clear about what they are expected to do and when they are continually and consistently asked to do it, we believe that learning will take place.

*Our Behaviour Policy is based on the **Five Pillars of Pivotal practice***



Expectations

For the safety and well-being of everyone in the school community, it is necessary for us to work within a set of expectations.

Our school expectations are clear and simple. They are displayed around our school, are used consistently and are linked with our consequences of behaviour. These expectations are embedded across our whole school day including break times, assemblies and school trips.



Rights

Every person in the school has rights. Each teacher has the right to teach without disruption and pupils have the right to learn without interference. We also recognise that every member of the school community also has:

- The right to learn and help others through careful listening and turn taking.
- The right to feel safe in, and moving around the school, classroom, and playground.
- The right to express themselves, ask questions and, share opinions and ideas.
- The right to be treated fairly, with equality and respect in line with our Equality Statement.
- The right to be listened to in a dispute and have difficulties with others settled.
- The right to work in an environment that is cared for by everyone in the school and, equipment and belongings looked after.

Consistent Adult Behaviour

At St Paul's C.E. Primary School, you will see visible adult consistencies everywhere. We believe that excellent behaviour from all pupils is only achieved when all adults are modelling excellent, wholly consistent behaviours in line with this policy.

We use our indoor voices	There is never a valid reason for shouting at a pupil. The only exception might be if a pupil was in danger, for example shouting "Stop!" across a busy playground if a pupil was seen to be doing something which was going to put themselves or other pupils in harm's way.
We always refer to the behaviour and not the pupil	When we are speaking to pupils, we always talk about the behaviour so that they understand they have a choice in how they behave.
"It Takes a Whole Village to Raise a Pupil."	Beyond the school gates, we encourage pupils to continue their positive behaviour outside of school in a number of ways. We model good behaviour when out and about in the local community.
Non-Confrontational Approach	We use a non-confrontational approach when speaking to the pupils and the rest of the school community.
Behaviour Outside of School	If the school becomes aware that anti-social or unacceptable behaviour has been displayed by pupils outside of the school, it will be dealt with appropriately.

Celebrations

We work on the principle that for most of our pupils they will respond well when their efforts are recognised and rewarded. At St Paul's C.E. Primary School we use a range of celebrations:

Reward System	Who for?	Why?
ClassDojo	Individual Reception to Year 6	We use ClassDojos and stamps to promote positive behaviour. Once awarded these are never taken away. These can be awarded by any staff throughout the school day.
Peace Award	Individual leading to class total Reception to Year 6	Support staff give peace tokens to our pupils at break, and lunchtimes for displaying behaviour that promotes peace and kindness in our school. The tokens are displayed in classrooms and the class with the most tokens at the end of the week is given the Peace Award.
Attendance	Class Reception to Year 6	A weekly Collective Worship celebrating class with the highest attendance. Winning classes roll the dice on our custom Monopoly board to win prizes for the whole class to enjoy.
Daily praise pads	Individual Reception to Year 6	Acknowledging children who have gone above expectations.
Reading Awards	Individual Reception to Year 6	Every half term pupils who have read for a minimum of 5 minutes at home each evening are entered into a prize draw to win the Snuggle up story time bag.
Weekly value star award	Individual	Nominated by school staff 1 per class that have shown the value of the week in their learning or behaviour
Weekly writing star	Individual	Exceptional writing during the week which is then displayed on special rainbow for everyone to see.

Steps In Behaviour

Learners are held responsible for their behaviour. Staff will deal with behaviour without delegating. Staff will use our Steps In behaviour format for dealing with poor conduct. It is the aim that learners should be kept at steps 1 and 2 for as long as possible.

Steps In Behaviour	Actions
1) Redirection /Reminder	Gentle encouragement, a 'nudge' in the right direction. A reminder of our three simple rules – Patient, Kind, Truthful delivered privately wherever possible. Repeat reminders if necessary. De-escalate and decelerate where reasonable and possible and take the initiative to keep things at this stage. Praise will be given if the learner is able to model good behaviour as a result of the reminder.
2) Caution	A clear verbal warning delivered privately wherever possible, making the learner aware of their behaviour and clearly outlining the consequences if they continue. The learner has a choice to do the right thing. Learners will be reminded of their good previous good conduct to prove that they can make good choices. "stop, think, make the right choice" "think carefully about your next step"
3) Last Chance (5 minutes after class for restorative conversation/10 minutes in reflection time)	Speak to the pupil privately and give them a final opportunity to engage. Use the 30 second scripted intervention <ul style="list-style-type: none"> • I have noticed that you are...(having trouble getting started, wandering around etc.) right now. • At St Paul's, we... (refer to the 3 school rules –patient, kind and truthful) • Because of that you need to... (refer to action to support behaviour e.g. moving to another table, complete learning at another time) • See me for 5 minutes after class/during break • Do you remember yesterday/last week when you... (refer to previous behaviour)? • That is who I need to see today... • Thank you for listening... then give the pupil some 'take up' time. If the warning is not heeded and the behaviour continues this must be recorded on a Fix It Ticket and passed to Mrs Moore. At this point the learner will be informed that they will have to miss ten minutes from the next break/lunch time in reflection time. Pupils will be expected to have a reflective dialogue. For serious breaches at lunch times, the pupil will be expected to stay inside with an adult for the remainder of the lunch break.
4) Cool Off	Cool Off might be a short time away from the classroom with another class/TA/nurture room/calm space. It is time allowed to calm down, breathe, look at the situation from a different perspective and compose themselves.
5) Repair Restorative Conversation	5 questions is usually enough from the following: <ul style="list-style-type: none"> • What happened? • What were you thinking at the time? • What have you thought since? • How did this make people feel? • Who has been affected? • How have they been affected? • What should we do to put things right? • How can we do things differently in the future? Imposition given if needed (An imposition is additional work that must be completed that evening, countersigned by parent and returned first thing. This is to help the pupil to understand that there are consequences and the responsibility for making up time lost is with them not the teacher)

<p>Consequences</p> <p>Communication with parent/ carer</p> <p>A formal meeting with SLT and parents/carers.</p> <p>Weekly behaviour meetings</p> <p>Exclusion</p>	<p>If a pupil has 3 incidents in a week requiring a Fix It Ticket n the class teacher will inform parents. This will be recorded on CPOMS.</p> <p>If a pupil has 5 or more incidents in a week (or regular incidents) requiring a fix it ticket, a meeting with SLT and parents/carers will be arranged by Mrs Moore and the outcomes recorded onto CPOMS.</p> <p>Pupils who regularly receive more than 3 reflections in a week will have weekly monitoring meetings (during lunchtime) to discuss their behaviour.</p> <p>A serious breach may lead to a fixed term exclusion.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Serious incidents

Depending on the age of the pupils these incidents will be dealt with at the discretion of the school staff. All serious behaviour matters must be referred immediately to the Headteacher or SLT.

Such incidents could include:

- Fighting
- All forms of bullying
- Racist, sexist or homophobic comments
- Inappropriate name calling
- Using abusive/offensive language
- Physically striking adults.

Exclusions

Fixed Term Suspensions

St Paul's C.E. Primary believes that, in general, fixed term suspensions are not an effective means of moving behaviour forward. However, in order for pupils to achieve their maximum academic potential in the school they must feel safe from physical and verbal aggression and disruption. If a pupil seriously breaches the school's behaviour policy and if the pupil remaining in school would seriously harm the education or welfare of the pupil or others in the school, the Headteacher may take the decision to exclude for a fixed period. If this decision is taken, work will be set for the pupil to complete at home. Following fixed-term suspension the pupil and parents meet the Headteacher to discuss the pupil's reintegration to school and the best way forward to support the pupil. Each day is a new day and where a pupil has transgressed it is expected that they will be welcomed and treated without any resentment when they return.

Permanent Exclusion

The Secretary of State for Education feels that permanent exclusion should be seen as a last resort and that a school should be able to show that it has taken all reasonable steps to avoid exclusion (See Exclusion Regulations). The governors of St Paul's C.E. Primary School agree with this stance and all policies and procedures are in place to support inclusion of all pupils.

Permanent exclusion should only occur when risk assessment indicates that to allow the pupil to remain in school would be seriously detrimental to the education or welfare of the pupil concerned, or to other pupils at the school.

Restorative Practice

St Paul's C.E. Primary uses Restorative Practice to promote good behaviour and resolve unacceptable behaviour in a fair and consistent way. The restorative questions are displayed in every class room (St Paul's C.E. Primary Behaviour Blueprint). Any form of humiliation or sarcasm is not acceptable. Every effort will be made to maintain safety and retain all pupils' access to learning. Efforts will be made to establish the truth of a situation and a 'cooling down' period may be advisable. However, issues must be addressed appropriately and promptly. Decisions regarding consequences must be considered, reasonable and not made on impulse. (see *Appendix 2 – Restorative Practice approach at St Paul's C.E. Primary*)

Bullying

St Paul's C.E. Primary School community recognises that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing.

By effectively preventing and tackling bullying our school can help to create a safe and disciplined environment, where pupils are able to learn and fulfil their potential. *(please refer to our separate Anti Bullying policy for full details)*

Our Community:

- Understands the importance of challenging inappropriate behaviours between peers.
- Monitors and reviews our anti-bullying policy and practice on a regular basis.
- Supports staff to promote positive relationships to help prevent bullying.
- Recognises that some members of our community may be more vulnerable to bullying and its impact than others; this may include children with SEND. Being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.
- Will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- Ensures our pupils are aware that bullying concerns will be dealt with sensitively and effectively, that everyone should feel safe to learn and abide by the anti-bullying policy.
- Requires all members of the community to work with the school to uphold the anti-bullying policy.
- Recognises the potential impact of bullying on the wider family of those affected so will work in partnership with parents/carers regarding all reported bullying concerns and will seek to keep them informed at all stages.
- Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (child on child abuse).
- Will deal promptly with grievances regarding the school response to bullying in line with our complaints policy.
- Seeks to learn from good anti-bullying practice elsewhere.
- Utilises support from the Local Authority and other relevant organisations when appropriate.
- Challenge practice and language (including 'banter') which does not uphold the school values of tolerance, non-discrimination and respect towards others.
- Be encouraged to use technology, especially mobile phones and social media, positively and responsibly.
- Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-based and discriminatory bullying.
- Actively create "safe spaces" for vulnerable children and young people.
- Celebrate success and achievements to promote and build a positive school ethos.

Responding to Bullying Concerns

The following steps will be taken when dealing with any incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern as per our Anti Bullying Policy.
- The school will ensure parents/carers are kept informed about the concern and action taken, as appropriate and in line with child protection and confidentiality policies.

Special Needs and Social and Emotional Behavioural Difficulties

In most cases, difficulties with behaviour will be dealt with by the learning opportunities and processes already described. However, in some cases the normal procedures used may have little effect upon the pupil. This might be because of other circumstances at home or because of medical conditions.

In some cases, pupils have a very low self-esteem and find it difficult to find a place for themselves within the normal school routines and reward/ sanction process.

In these cases, different approaches will be necessary and 'personalised' according to the needs of the pupil.

Involvement in a nurture group – this is an extremely valuable resource which provides pupils with support and help with social skills in a small group. The emphasis is upon the caring and non-judgmental environment and making the pupil feel that they are part of a caring family.

Support from a TA or Pastoral/Inclusion Team, to provide support and encouragement for individuals who may lack the concentration to stay on task, independently. In some cases, they will work with pupils in class to give the support and encouragement they need. In others, they may remove the pupil from class to provide an alternative personalised curriculum. Once more the emphasis will be upon raising the self-esteem of the pupil, basing the work upon their individual needs and interests and finding ways of motivating them within class.

Adapting the curriculum – in some cases pupils will not be able to cope all day with the set curriculum. It may be that throughout the day, or in the afternoon alternative arrangements are made and more sensory breaks or personalised provision will be arranged to keep them on track.

Some pupils will respond to individual celebrations tailored to their interests and level of concentration. These should be negotiated between the pupil, class teachers and TAs and Pastoral/Inclusion Team. In some cases, parents might also be involved in further supporting at home.

A home-school book may be used to record all the positive things that have happened throughout the day to share at home

Providing responsibilities – some pupils in this category will benefit from being placed in a position of responsibility either in relation to a task or to a peer. Helping younger pupils with a task, an adult or being given set routines at 'trigger' times can increase their self-esteem and bring out the best in them.

In extreme cases, where pupils or staff are at risk of being hurt, trained staff will use Team Teach methods of behaviour support.

Reasonable Force

At St Paul's C.E. Primary School key staff are trained in Team-teach/Positive Handling. This is a programme designed to help staff to calm pupils and de-escalate difficult situations. It also trains staff to hold pupils safely if it becomes necessary. This would only be done for safety reasons and for the shortest time possible. Staff only intervene physically to hold pupils in order to prevent injury to a pupil, or if a pupil is in danger of hurting him/herself or others. Should this occasion arise pupils and staff will be given time to reflect and find a different way to deal with difficult situations in the future. The actions that we take are in line with government guidelines on the restraint of pupils. Records are kept and parents or carers are informed.

Searching

Searching can play a critical role in ensuring that St Paul's C.E. Primary School is a safe environment for all pupils and staff. It is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which pupils can learn and thrive.

The Headteacher and staff are authorised to have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited or banned item listed below, or any other item that the school deems or identifies as an item which may be searched for.

The list of prohibited items is:

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images

The list of banned items is:

- Mobile Phones (Year 5 and 6 pupils who walk unaccompanied to and from school may bring a mobile phone to school however this must be handed into the classroom staff at the start of each day)
- E-Cigarettes / Vapes
- any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or injure a person or damage property; and any item which a school policy specifies as banned and able to be searched for.

Under common law, school staff, with agreement from the Headteacher, have the power to search a pupil for any item, if the pupil agrees. The member of staff should ensure the pupil understands the reason for the search and how it will be conducted so that their agreement is informed.

Being in possession of a prohibited or banned item – especially knives, weapons, illegal drugs or stolen items – may mean that the pupil is involved, or at risk of being involved, in anti-social or criminal behaviour, including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying pupils who may benefit from early help or a referral to the local authority children's social care services. When exercising their powers, St Paul's C.E. Primary School will consider the age and needs of pupils being searched. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.

The role of the Headteacher, the Designated Safeguarding Lead and Authorised Members of Staff

1. Only the headteacher, a member of the Senior Leadership Team (SLT) or a member of staff authorised by the headteacher can carry out a search. The headteacher can authorise individual members of staff to search for specific items, as set out above.
2. In the absence of the headteacher, a member of the SLT and/or the designated safeguarding lead (or deputy/ies) can authorise individual members of staff to search for specific items, as set out above.
3. Members of staff should immediately involve the headteacher, SLT, designated safeguarding lead (or deputy/ies) without delay if they believe that a search has revealed a safeguarding risk.
4. If the headteacher, SLT, designated safeguarding lead (or deputy) find evidence that any child is at risk of harm, they should make a referral to children's social care services immediately (as set out in part 1 of Keeping Children Safe in Education). They should then consider the circumstances of the pupil who has been searched to assess the incident against potential wider safeguarding concerns.

Before Searching

The member of staff should always seek the co-operation of the pupil before conducting a search. If the pupil is not willing to co-operate with the search, the member of staff should consider why this is. Reasons might include that they:

- are in possession of a prohibited or banned item
- do not understand the instruction
- are unaware of what a search may involve or
- have had a previous distressing experience of being searched.

If a pupil continues to refuse to co-operate, the member of staff may sanction the pupil in line with the school's Positive Relationships policy, ensuring that they are responding consistently and fairly.

During a Search

Where

An appropriate location for the search should be found. Where possible, this should be away from other pupils. The search must only take place on the school premises, or where the member of staff has lawful control or charge of the pupil, for example on a school trip.

Who

The law states that the member of staff conducting the search must be of the same sex as the pupil being searched. There must also be another member of staff present as a witness to the search.

The Extent of the Search

A member of staff may search a pupil's outer clothing, pockets, possessions, desks or lockers.

The person conducting the search must not require the pupil to remove any clothing, other than outer clothing.

'Outer clothing' means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.

'Possessions' means any goods over which the pupil has, or appears to have, control - this includes desks, lockers and bags. A pupil's possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately, and where it is not reasonably practicable to summon another member of staff.

After a Search

Whether or not any items have been found as a result of any search, the Headteacher, SLT or Designated Safeguarding Lead (or deputy / ies) will consider whether the reasons for the search, the search itself or the outcome of the search give cause to suspect that the pupil is suffering, is likely to suffer harm and/or whether any specific support is needed.

Where this may be the case, staff will follow the school's child protection policy and speak to the Headteacher, SLT or Designated Safeguarding Lead (or deputy) as set out in Part 1 of the Keeping Children Safe in Education document. They will then consider if pastoral support, an early help intervention or a referral to children's social care is appropriate.

Recording Searches

Any search by a member of staff for a prohibited or banned item should be recorded in the school's safeguarding reporting system – CPOMS - including whether or not an item is found.

This will allow the Designated Safeguarding Lead (or deputy) to identify possible risks and initiate a safeguarding response, if required.

The member of staff recording the incident on CPOMS will need to include the following after each search:

- the date, time and location of the search
- which pupil was searched
- who conducted the search and any other adults or pupils present
- what was being searched for
- the reason for searching
- what items, if any, were found
- what follow-up action was taken as a consequence of the search.

Informing Parents

Parents should always be informed of any search for a prohibited or banned item, listed above, that has taken place and the outcome of the search as soon as is practicable. A member of staff should inform the parents of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied. Any complaints about searching, screening or confiscation should be dealt with through the normal school complaints procedure.

Confiscation

An authorised staff member carrying out a search can confiscate any item that they have reasonable grounds for suspecting that it:

- poses a risk to staff or pupils
- is a prohibited or banned item
- is evidence in relation to an offence.

Prohibited, banned or Illegal Items

Controlled drugs must be delivered to the police as soon as possible, unless there is a good reason not to do so. When staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug, they should treat it as such and deliver them to the police. Other substances which are not believed to be controlled should also be delivered to the police.

Where a person conducting a search finds alcohol, tobacco, e-cigarettes, vapes, cigarette papers or fireworks, they may retain or dispose of them as they think appropriate, but should not return them to the pupil.

Members of staff should never intentionally view any indecent image of a child (also sometimes known as nude or semi-nude images). Staff must never copy, print, share, store or save such images.

Where a member of staff finds stolen items, these must be delivered to the police as soon as reasonably practicable.

However, if there is good reason to do so, the member of staff may also return the item to the owner, or retain or dispose of it if returning them to their owner is not practicable.

The member of staff should consider all relevant circumstances and discuss with the Head Teacher or deputy to determine whether they can safely dispose of the seized article. In taking into account the relevant circumstances, the member of staff should consider the following:

- the value of the item - it would not be reasonable or desirable to involve the police in dealing with low value items, such as pencil cases, though school staff may judge it appropriate to contact the police if the items are valuable;
- whether the item is banned by the school;
- whether retaining or returning the item to the owner may place any person at risk of harm and
- whether the item can be disposed of safely.

Any weapons or items which are evidence of a suspected offence must be passed to the police as soon as possible. Items that have been (or are likely to be) used to commit an offence, or to cause personal injury or damage to property, should be delivered to the police as soon as reasonably practicable, returned to the owner, retained or disposed of.

Electronic Items

Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

As with all prohibited or banned items, staff should first consider the appropriate safeguarding response if they find images, data or files on an electronic device that they reasonably suspect are likely to put a person at risk.

If the member of staff conducting the search suspects, they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images.

When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the Headteacher, SLT or Designated Safeguarding Lead (or deputy) as the most appropriate person to advise on the school's response. Where reports of this nature are made, St Paul's C.E. Primary School will follow the principles as set out in the Keeping Children Safe in Education document.

The UK Council for Internet Safety will also provide the school with guidance on how to support school staff and Designated Safeguarding Leads with regard to sharing nude and semi-nude images: advice for education settings working with children and young people.

If a member of staff finds any image, data or file that they suspect might constitute a specified offence, then this must be delivered to the police as soon as is reasonably practicable.

Relentless Routines

1. Wonderful Walking 2. Legendary Lines 3. Hand signal for stop 4. Eyes on me 5. Tremendous Transitions

Stepped Sanctions

1. Reminder (3 rules) privately if possible
2. Caution (outlining behaviour and consequence)
3. Last Chance (30 second intervention)
4. Cool off (time in Calm den/another class/Thrive room)
5. Repair (restorative conversations)

Microscript (30 second scripted intervention)

- **I have noticed that** you are(having trouble getting started, wandering around etc) right now
- **At St Pauls C.E.** we (refer to the school rules Patient, Kind, Truthful)
- **Because of that you need to ...** (refer to action to support behaviour e.g move to another table, complete learning at another time)
- **See me** for 5 minutes after class/during break etc
- **Do you remember yesterday/last week when you**(refer to previous positive behaviour)
- **That is who I need to see today**
- **Thank you for listening...** then give the pupil 'take up time'

Restorative Conversations

- What happened?
- What were you thinking at the time?
- What have you thought since?
- How did this make people feel?
- Who has been affected?
- How have they been affected?
- What should we do to put things right?
- How can we do things differently in the future?

Visible Adult Consistencies

- Meet and Greet
- First Attention to best conduct
- Calm and caring

Expectations

- We are patient
- We are kind
- We delight in the truth

Over and Above

- Values
- Effort
- Initiative

Appendix 2-Restorative Practice

Definition

The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and building relationships.

Restorative Practices in Schools is about:

building safer schools

changing behaviour not punishing

adults modelling restorative approaches

finding ways to repair harm

supporting staff, pupils and families to use RP to build community

Why use a restorative approach?

Punishment doesn't meet needs of those who suffered

May be kudos or 'street cred' attached to the punishment

Offenders don't have to face full effects of actions

Offender may feel isolated and it may be difficult for them to get back into school community, making rule-breaking more attractive

If problem behaviour persists, pupil may be pushed down a road of exclusion and marginalisation. They may be removed from school, but remain a problem in the wider community

Restorative Questions 1

To respond to challenging behaviour:

What happened?

What were you thinking about at the time?

What have your thoughts been since?

Who has been affected by what you did?

In what way have they been affected?

What do you think you need to do to make things right?

Restorative Questions 2

To help those harmed by others' actions:

What did you think when you realised what had happened?

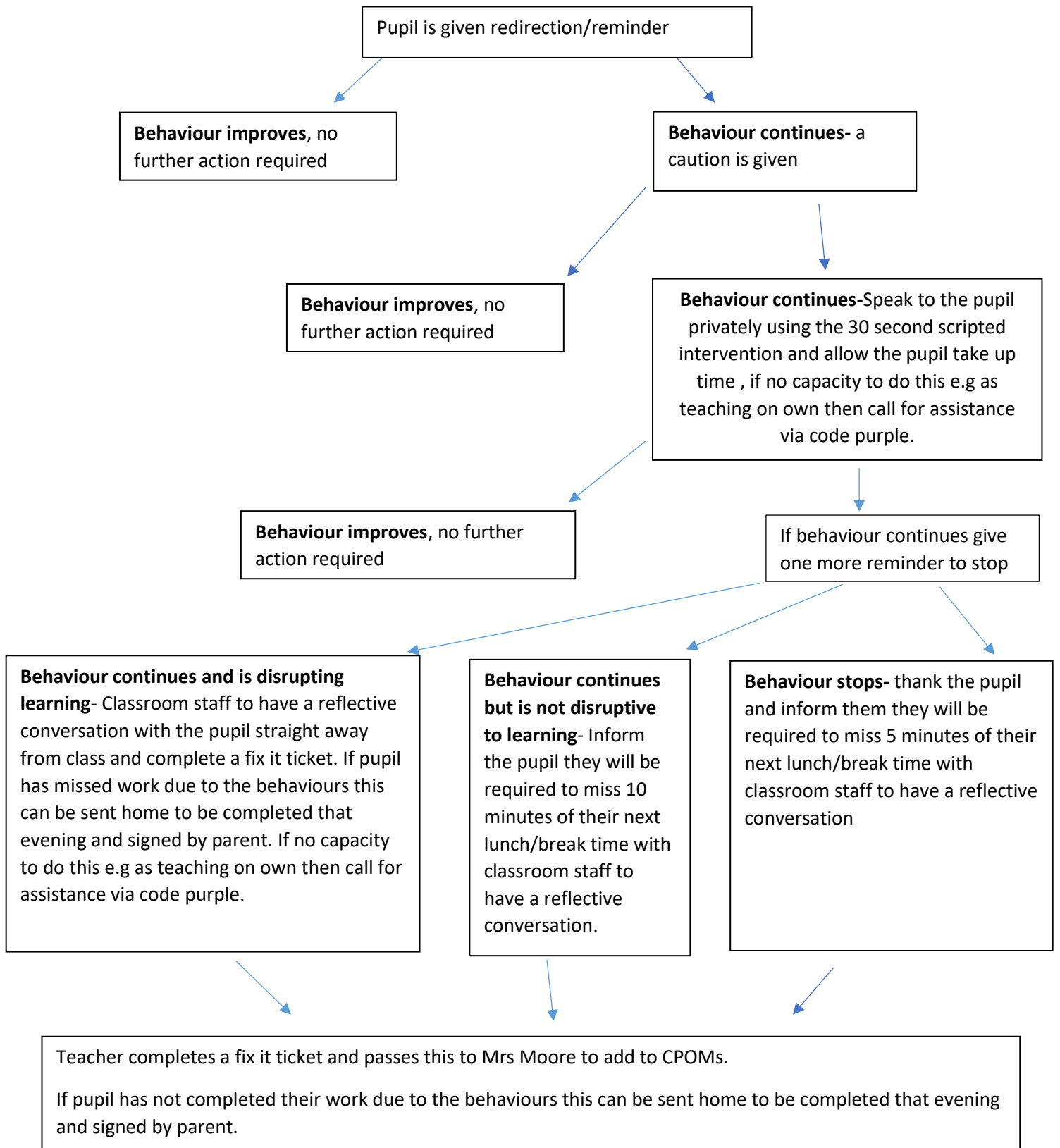
What have your thoughts been since?

How has this affected you and others?

What had been the hardest thing for you?

What do you need to do to make things right?

Appendix 1 – Our St Paul’s C.E. Primary School Behaviour Action Flowchart



- If a pupil has 3 incidents in a week requiring a fix it ticket teachers will inform parents and record this on CPOMs
- If a pupil has 5 incidents in a week requiring a fix it ticket (or ongoing regular incidents) Mrs Moore will arrange a meeting with a member of SLT and parents and record the outcome of this onto CPOMs
- All serious incidents will be reviewed separately and agreed appropriate action taken