



# Bishop Douglass Catholic School

In Pursuit of Excellence

## Behaviour Policy

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### General

Whilst being sympathetic to individual pupils, we shall strive to balance, appropriately, the needs of the few with the greater needs of the community.

### AIM

Our aim is to create a safe, secure and purposeful environment where 'Good behaviour is at the centre of learning'. We want pupils to be models of good behaviour, responding to adults and to their peers with manners and a respectful attitude. We want the school to have a reputation for being strict and for insisting upon good behaviour. We expect our pupils to recognise the need to behave in a Christian way and to recognise their duty to contribute to building a cohesive community.

Pupils will be taught to take responsibility for their own actions and to accept the consequences of their choices. In order to be 'the best that they can be', ultimately we aspire to our young people becoming independent, self-disciplined, self-regulating learners. We will strive to ensure the right balance of reward and sanction to achieve this end.

In compiling our policy, the governors have had regards to the appropriate sections of the Education and Inspection Act 2006.

### RESPONSIBILITY

The Headteacher and Head of School will be responsible for the implementation and day-to-day management of the policy and procedures, and reporting to governors on their impact. Exclusion figures will be reported to the governors.

Staff (including senior staff, teachers, support staff and unpaid staff) will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Members of staff have a key role in advising those in senior leadership roles on the effectiveness of the policy and procedures. They also have a responsibility, with the support of the Headteacher and Head of School, for creating a high quality learning environment, teaching positive behaviour for learning and implementing the agreed policy and procedures consistently.

The Governing Body, Headteacher, Head of School and staff will strive to ensure that all are treated appropriately and consistently and that the concerns of students are listened to and dealt with. The Governors also acknowledge, at the same time, their duties under the Equality Act 2010 and their responsibility to safeguard and promote the welfare of children, including those with Special Educational Needs (SEN).

Parents and carers will be expected, encouraged and supported to take responsibility for the behaviour of their child both inside and outside the school. The school will encourage parents to work in partnership with the school to assist it in maintaining high standards of desired behaviour and will actively encourage parents to raise with the school any issues arising from the operation of the policy. On their child's entry to the school, parents sign the Home-School Agreement, agreeing to our standards of behaviour and cooperation with any sanctions imposed. Saturday morning detentions are part of the school's disciplinary code and all parents are required to comply with this governor endorsed sanction.

## **SPECIFIC RESPONSIBILITIES**

- The Headteacher will be responsible for ensuring that this policy is implemented and for reporting to Governors on its impact. Inclusion and exclusion figures will be reported to the Governors.
- The Head of School and staff will be responsible for applying the principles identified above when implementing the policy.
- The Governors will monitor behaviour in the School using a variety of means.
- Parents are expected to support the sanctions imposed by the School.

## **PERMANENT EXCLUSIONS**

Permanent exclusion of a pupil could be triggered by a one-off serious incident or an accumulation of behaviours that may fall into one or more of the categories below. This applies to behaviours that occur in School or out of School. The list below is not necessarily exhaustive.

- Serious or threatened violence.
- Sexual abuse, assault or threat.
- Supplying illegal substances.
- Carrying/secreting an offensive weapon such as a knife.
- Health and safety infringement e.g. fireworks, computer hacking.
- Gang membership.
- Pornography.
- Inciting violence.
- Behaviour not in keeping with British Values e.g. Expressing extremist or radicalising views.
- Fighting or causing physical harm.
- Bullying behaviour, particularly if repeated.
- Repeated defiant behaviour e.g. failure to obey legitimate instructions.

## **WHAT WE EXPECT OF OUR PUPILS:**

- To behave at all times in an orderly manner paying due courtesy and respect to other members of the school: adults, other children, visitors and the general public. This includes refraining from non-criminal bad behaviour, or bullying behaviour (including cyber-bullying) away from school premises, which the school becomes aware of through any source.
- To respond promptly and obediently, without questioning, to the instructions of those in authority whether at or away from school
- To be mindful: never malicious, in thought or deed, and never bearing false witness against pupils or staff.
- To show respect for other people's property, the school and its environment, using equipment as intended and appropriately.
- To arrive on time for school, lessons and all other scheduled activities in school
- To work to the best of their ability.
- To achieve better than 95% attendance each academic year.
- To always be well-presented both in manner and in attire.
- To have pride in themselves.
- To maintain a healthy and active lifestyle.
- To comply with any sanctions.

Any infringement to the expectations of the school is liable to punishment and sanctions, examples of which can be found in our sanction guidelines.

## **OUR GUIDING PRINCIPLES**

- Good behaviour is a prerequisite to quality learning.
- All pupils have the right to learn and achieve their potential and the responsibility to let others do the same.
- We will deal with any transgressions promptly and with respect for the individual.
- The school will encourage parents to work in partnership with the school and we will do our best to ensure a good working relationship.
- We will listen to all pupils and respond to their concerns.
- Good behaviour is the responsibility of all staff.
- We will expect our pupils to be ambassadors for the school, behaving well at school but also when traveling to or from school and in the local area.
- The most effective approach to behaviour management is a positive approach – it is our role to promote the best in every student. Rewards therefore should be balanced with sanctions.

## **STRATEGY**

To achieve this aim, staff at Bishop Douglass Catholic School will:

- Establish and set out formally, in various documents such as the Pupil Journal, our expectations of what constitutes good behaviour and the standards we expect.
- Reference, examples of unacceptable behaviour so that pupils understand what is expected.
- Publish, operate and update, at least annually, an internal 'Tariff' system of guideline punishments for behaviour infringements, thereby promoting consistency, whilst acknowledging staff discretion to be exercised according to particular circumstances;
- Operate a recording system to note and deter incidents of poor behaviour, facilitating a clear picture of the pupils' infringements.
- Work to strengthen our Catholic Ethos, encouraging all to live out the Gospel values.
- Strive for fairness and consistency in the management of pupils.
- Develop and reinforce positive attitudes towards activities that promote community cohesion.
- Celebrate and reward effort and achievement e.g. through praise and, more formally, through commendations and Epraise points.
- Encourage departments to develop their own complementary policies on behaviour to reinforce school systems e.g. postcards home.
- Place pupils with barriers to learning and behaviour difficulties in the Learning Support Unit and Half-way House - the purpose of these facilities is to help the pupils to: improve their behaviour, relationships, and attitude to learning; rehabilitate and, ultimately, re-integrate them, in a staged way, into the mainstream;
- Provide staff with regular in-service training which is targeted at enhancing behaviour management skills.
- Use consultants and refer pupils to outside agencies, where appropriate, to help them improve their behaviour.
- Not allow disruptive or challenging behaviour to mar lessons or prevent others from learning.
- Use prefects and a peer mentoring system to model and enforce good behaviour.
- Endeavour to identify signs of extremist or radicalised behaviour and respond, swiftly, by working with the relevant external agencies.
- Look after confiscated property with care and return if appropriate.

## **IMPORTANT SCHOOL RULES (this list is not intended to be exhaustive).**

**All rules apply on school premises and when travelling to and from school.**

- Be punctual to school and to lessons. We may consider lateness to be a disciplinary offence

- No smoking, vaping or associated paraphernalia
- No illegal drugs or “legal highs”.- possession, use, or dealing in drugs is likely to result in permanent exclusion
- No alcohol, pornography, stink bombs, lasers, fireworks, weapons or any other which can serve as weapons, stolen items, tobacco or other smoking materials, or any other items likely to cause disorder - all such items may be confiscated - infringement may lead to permanent exclusion
- No offensive weapons eg knives, knife blade or razor blade; any other article which has a blade or is sharply pointed such as a metal afro comb; anything which is made, or adapted to cause injury eg a laser, any imitation or real firearms - any infringement is likely to result in permanent exclusion
- No involvement or association with gangs - this is likely to result in a permanent exclusion.
- Chewing gum is prohibited and will result in an X.
- Mobile phones are banned at all times; both at school, and when travelling to or from school (7 day confiscation in first instance, 6 weeks in the second instance and a third offence will result in the mobile phone being confiscated and not returned until the last day of the following half term). We reserve the right to search pupils if we suspect they are in possession of any banned item. Confiscated items may also be examined for harmful, pornographic, or inappropriate content.
- Keep to the left on stairs and corridors and remain silent while moving around the building.
- Uniform to be worn properly and conventionally. Pupils should not wear make-up.
- Blazers to be worn at all times.
- Keep to the left on stairs and corridors and remain silent while moving around the building.
- Earrings should be small gold or silver studs or sleepers, one pair only worn in the lower lobe. No other piercings or tattoos. No other jewellery except a plain watch.
- Wearable technology is not allowed (e.g. Apple watch)
- Hairstyles must be conventional; not exaggerated, lined, or coloured as judged by senior staff. Boys must not have long or untidy hair as judged by the Headteacher or appointed staff.
- Eyebrows must be natural
- Do not have headphones when in school.
- No hooded sweatshirt tops.
- Books and equipment should be carried in a plain, strong bag (large school bag) in Navy or Black capable of being closed with a zip or buckle.
- Pupils should carry a reading book.
- No horseplay, play fighting or fighting (in severe or repeat cases this may result in permanent exclusion)
- No incitement to violence, threatening and/or aggressive behaviour (in severe or repeat cases this may lead to permanent exclusion).
- Only small amounts of money (less than £10) should be brought to School in normal circumstances, though it is preferred that pupils bring no money at all
- Money must not be lent or borrowed and there must be no buying or selling between peers
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We reserve the right to search pupils, with or without their consent

#### **STANDARDS FOR GOOD SIXTH FORM BEHAVIOUR**

When entering the Sixth Form of Bishop Douglass School students must appreciate that they are joining a learning community. The school expects our Sixth Formers to understand that the school is a place of work and learning, to occur in a quiet and civilised manner. This recognises the rights of other members of our school community to work without interruption and distraction. When Sixth Formers are not taking part in timetabled lessons supervised private study will take place, elsewhere, where Sixth

Formers are expected to sign in and use their time effectively. Sixth Formers should also actively seek to become ambassadors within the school, becoming prefects, mentors and positive role models to the younger school community.

The Sixth Form will follow the same behaviour systems as the rest of the school. In addition, however, a **three strike** approach will be followed for those students who cannot meet the school's expectation for behaviour (including, but not limited to, uniform, punctuality, attendance and work ethic). If a Sixth Form student persistently fails to meet the school's expectations, that student will no longer be permitted to continue with their course of studies at Bishop Douglass School.

### **ANTI-BULLYING**

We define bullying as 'a **persistent** attempt by one person or group to exert control in an anti-social and detrimental way over another person or group'. Bullying behaviour is often, but not necessarily, premeditated and usually forms a sustained pattern of behaviour, rather than being an isolated incident. As there are many forms of bullying, our policy is to examine each incident individually and decide on the appropriate action in each case. Examples of the different major types of bullying are listed in the pupil journal but might include: hitting, kicking, teasing, racist or sexist name-calling, ignoring people, interfering with property, cyber-bullying through social networks, etc.

As a general philosophy, the governors and Headteacher are determined that any cases of alleged bullying will be investigated and any bullying will be dealt with efficiently and robustly. We are very aware that incidents at school often have consequences that occur outside school hours and off school premises. Please be reassured that we will deal with all cases of alleged bullying that involve our students. The governors' sanctions extend to permanent exclusion in the most severe or repeated cases.

There is, in the first printed section of pupils' journals, a whole page related to bullying and child protection. This is an indication of how seriously the topic is taken at Bishop Douglass Catholic School. We ask in the journal that any cases of bullying are reported to the appropriate Head of Year. However, Parents may feel so strongly that they want the reassurance of the issue being passed to and supervised directly by a member of the senior management. The Head of School is responsible for Pastoral matters and is in charge of overseeing our anti-bullying measures.

**This policy will be reviewed annually.**

Approved by Pastoral and Ethos Committee 9th March 2016

Ratified by Governing Body 23<sup>rd</sup> March 2016

Reviewed by Governing Body 29<sup>th</sup> March 2017

Reviewed by Governing Body 13<sup>th</sup> June 2018

Reviewed by Pastoral and Ethos Committee 5<sup>th</sup> June 2019

Reviewed Pastoral and Ethos Committee 4<sup>th</sup> March 2020

**GUIDELINE SANCTIONS/CORRECTIVE MEASURES:** This list is not exhaustive and other sanctions corrective measures may be reasonably imposed.

**EXAMPLES OF ACTION TO CORRECT POOR BEHAVIOUR**

**Action Taken**

**Implemented by**

- Non-verbal communication
- Word of correction
- Reminder of normal rules
- Change of seats
- Cooling off Period
- Warning of the consequence of repeated poor behaviour
- Task to help teacher
- Use of journal
- Teacher Detention
- Sent to Head of Year or Senior Leadership
- Phone call home
- Letter home
- Referral to Head of Department
- Isolation within Department
- Department Detention

Any staff can and should implement these sanctions, where appropriate

- Use of daily On Report system
- Litter picking
- Head of Department Meeting with Family
- Referral to Halfway House
- Referral to Head of Year
- Detention
- Exclusion from school activities and trips
- Head of Year Meeting with Family
- Pastoral Support Plan
- Referral to Mentor
- Special Educational Needs Referral

Middle Managers Head of Year and Senior Leadership can and should implement these sanctions where appropriate

- Referral to Assistant Head Teacher
- Referral to Deputy Head Teacher
- Referral to Head Teacher
- Meeting with Family
- Saturday Detention
- Placement in Learning Support Unit
- Managed Moved

Senior Leadership/Senior Leadership Head of School implementation

- Fixed Term Exclusion with Re-Integration Meeting
- Appearance before Governors' Disciplinary committee
- Permanent Exclusion

Head Teacher and Governors