

BISHOP'S HATFIELD GIRLS' SCHOOL

BEHAVIOUR POLICY

Date of last review:	Summer Term 2015
Date of next review:	Summer Term 2018
School Based Policy	

BEHAVIOUR POLICY

1. RATIONALE

- Bishop's Hatfield Girls' School is a community in which mutual respect, good discipline and behaviour are nurtured in order to create a whole school environment conducive to maximising an individual's learning potential.
- It is the responsibility of all colleagues to ensure that all pupils of the school maintain good discipline and good behaviour at all times.
- Pupils play a key role in the promotion of acceptable behaviour.
- Parental support is paramount in promoting positive behaviour in pupils.

2. AIMS

- To be a school that does not tolerate persecution or bullying of others on any grounds including ability, age, culture, faith, gender, disability, race or sexual identity.
- To develop self discipline, self control and a sense of responsibility for the school and its environment.
- To encourage members of the school to demonstrate respect and courtesy to one another and to visitors to the school and our local community.
- To provide a clear and precise framework which all colleagues, parents and pupils view as being fundamental to enhance learning and achievement.
- To provide ground rules of behaviour through the school's Behaviour Code and Actions and Consequences document.
- To ensure that the school's Behaviour Code is complied with at all times.
- To ensure that pupils understand the consequences of disruption to learning and breach of the Behaviour Code and that these are applied in a fair and consistent manner.
- To provide support for pupils who deliberately and persistently ignore or breach the Behaviour Code or disrupt learning.
- To provide appropriate support for colleagues in promoting pro-active behaviour management.
- To ensure accurate records are maintained for every individual pupil on the type and number of rewards and sanctions given.

3. PROCEDURES

For further guidelines refer to:

- Behaviour Code
- RAPAS Handbook
- Actions and Consequences Document
- Staff Handbook

4. INVESTIGATION OF SERIOUS OR PERSISTENTLY DISRUPTIVE INCIDENTS

Incidents of a serious nature (outlined in the Actions and Consequences document) or repeated incidents that cause disruption of learning can lead to a permanent exclusion.

The following guidelines should be closely adhered to by staff when a specific incident will lead to a fixed-term or permanent exclusion as outlined in the Actions and Consequences document. If this is likely, a member of the Senior Leadership Team should be informed as quickly as possible and guidance sought if there is any doubt as to the course of action.

- Isolate individual(s) using Pupil Support Centre, on-call room, Senior Leadership Team offices.
- Any comments/questions should be focused on what has been reported.
- As far as possible have a second colleague present as a witness to proceedings.
- Incidents such as fighting, bullying, theft, smoking, vandalism, etc. should be investigated and dealt with by the Head of Year with the Deputy Headteacher responsible for Inclusion. Incidents of racism should be dealt with in the same manner and then reported to the Deputy Headteacher responsible for Inclusion for logging (link with Racial Discrimination Policy guidelines).
- Searches of personal property, e.g. clothing (ask the girl to empty her pockets), bags, lockers, should only be undertaken by a Head of Year or a member of the Senior Leadership Team and always with a second person present.
- A written report must be completed by the pupil, or where assistance is needed, colleagues may write the report, which should then be read back to the pupil and written confirmation of the accuracy of the content signed and dated by the pupil. Statements from witnesses of the incident (pupils and staff) should also be taken.
- For very serious incidents such as drug use, large scale theft, possession of offensive weapons, assault, etc., a second person should be present from the start of the investigation, whose role could be to scribe comments and/or ask additional questions as guided by the Head of Year or a member of the Senior Leadership Team. It is advisable to inform the Headteacher immediately that such an incident

has occurred. Drug related incidents should be reported directly to the Headteacher and the guidance of the Drugs Use and Misuse Policy should be adhered to.

- Serious accusations against colleagues should be reported immediately to the Headteacher.
- Any Child Protection issues should be reported to the Designated Senior Person for Child Protection.
- It must be a priority to conclude questioning and have written reports on the day of the incident prior to the pupil(s) being sent home. If the incident is reported after school, relevant pupils must be seen at the very start of the following school day.
- If the Head of Year feels that police should be contacted, they need to confer with the Deputy Headteacher responsible for Inclusion or Headteacher if applicable.
- As appropriate, parents should be contacted in the event of an exclusion or police involvement.
- By the end of the following school day, the final outcome and action must be agreed and carried out. However, if additional information and evidence is required, then interim measures may be set in place e.g. isolation in the Pupil Support Centre, fixed period of exclusion, while further investigation occurs.