



Positive Behaviour Policy

The staff responsible for the Positive Behaviour policy are:-

The Senior Management Team

The governors responsible for the Positive Behaviour policy are:-

Members of the Personal Development Team

Agreed by governors: October 2020

Review Date: September 2021

Rationale

This policy aims to provide the framework to facilitate an orderly environment to be maintained and to allow members of the school community to concentrate upon learning.

At Roydon Primary School, we expect everyone to ...

- Show good manners at all times
- Be in right place at the right time
- Treat other people as you would like to be treated, including online
- Take care of our school environment
- Work hard and do your best.

Teaching and learning about behaviour

All children and adults in school are expected to follow this policy.

Paid members of staff will decide on when and how appropriate rewards and sanctions will be applied.

The content of this policy will be shared with all children at the beginning of the academic year, during PSHE lessons and inherently in our day-to-day practice.

Classroom Management Strategies

- At the beginning of the year, each class will agree class rules that are understood by everyone.
- Keeping these rules will be rewarded by:
 - Stickers and stamps
 - Dojos
 - Small prizes or rewards for achieving certain numbers of Dojos each half term
 - Becoming a 'Special Achiever' for work or behaviour, receiving a small prize and certificate, and being celebrated in assembly
 - One child identified as a 'Sparkly Person' each half term to be entered into an annual prize draw.
- Sanctions for breaking these rules will be:
 - Warning
 - Moved within class or to corridor, as appropriate
 - Missing a play time
 - Sent to a senior member of staff

Break times and lunchtimes

Outside lesson times, staff will support the children to follow these expectations in particular:

- Show good manners at all times
- Be in right place at the right time
- Treat other people as you would like to be treated, including online
- Take care of our school environment
- Following these expectations will be rewarded by:
 - Praise
 - Stickers
- Sanctions for breaking these rules will be:
 - Warning
 - Time out for one to five minutes depending on age
 - Missing some outdoor play time
 - The Senior Midday Supervisory Assistant will be called to deal with the situation

Moving around school

When moving around school, staff will support the children to follow these expectations in particular:

- Show good manners at all times
- Be in right place at the right time
- Take care of our school environment

This applies in corridors, the Heart Space, toilets and the hall.

Beyond the school day

Non-criminal bad behaviour and bullying (including online) that occurs off the school premises will be dealt with by:

- Investigation in a timely manner
- Gathering information from witnesses
- Discussion with parents

Sanctions that may be applied by the school may include:

- Writing a letter of apology
- Collection from school by a responsible adult
- Missing break times
- Removal of privileges

Off-site visits

Children are expected to follow school and class rules as appropriate when they are taking part in an educational visit, and should be reminded before leaving the school that they are representatives of the school.

If children are organised into groups, they are expected to follow instructions given by their supervising adult, whether the adult is an employee of the school or a volunteer.

Failure to follow rules or instructions may result in:

- a reminder of the rules or instructions to be followed
- transfer to a group that is supervised by a member of staff/visit leader
- a telephone call to the headteacher
- contact being made with the parents
- collection of the child from the venue by the headteacher or the child's parent or carer
- the child not being allowed to join future educational visits.

Serious or persistent misdemeanours

Significant bad behaviour, such as swearing, inappropriate or offensive language, violence, bullying, vandalism, or persistently bad behaviour, will be dealt with by senior staff in some or all of the following ways:

Stage 1	Discussion/investigation of incidents
Stage 2	Phone call or letter sent home explaining what the consequences the child will face. These might include: <ul style="list-style-type: none">• a reprimand• play time/dinnertime detention• loss of privilege• internal exclusion• consideration of intervention strategies and programmes to promote good behaviour.
Stage 4	Child is placed on a weekly report card. External support may be sought and agencies informed as appropriate, that might include, e.g. referral to the Educational Psychologist.
Stage 5	Temporary or permanent exclusion would be considered for the most severe or frequently repeated incidents. Exclusions would only be implemented following discussions with parents and the Chair of Governors.

Bullying

Roydon Primary School is completely opposed to bullying and will not tolerate it. All members of the school community have the right to work in a safe and caring environment. They also have a responsibility to ensure that bullying, in any form, is reported and dealt with appropriately.

Principles

- Pupils have the right to learn, free from intimidation and fear
- Bullying behaviours will not be tolerated
- Bullied pupils will be listened to
- Reported incidents will be taken seriously and investigated

Definition of Bullying

Bullying involves an imbalance of power. It is when one child or group of children deliberately and persistently try to make another child or children feel inferior.

Preventative Measures

- Regular reinforcement of STOP (Several Times On Purpose) and STOP (Start Telling Other People)
- Regular PSHE lessons
- Assemblies to teach awareness of bullying behaviours and how to report them
- Whole school participation in National Anti-Bullying Week
- Shared high expectations of behaviour from all staff
- Bullying behaviours recorded on Pupil Asset

Responsibilities of Staff

- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils
- Discuss bullying with all children so that every pupil understands what bullying is and the importance of reporting it
- Be alert to signs of distress and other possible indications of bullying
- Listen to children and act to support and protect them
- Report bullying behaviours to the Senior Leaders
- Follow up any complaint by a parent and report back on the actions taken

Responsibilities of Pupils

- Do not become involved in any form of bullying
- Intervene to protect a pupil from being bullied, unless it is unsafe to do so
- Report anything you are worried about to a member of staff
- Do not suffer in silence. Have the courage to speak out

Responsibilities of Parents

- Watch for signs of distress or unusual behaviour which might suggest bullying
- Advise children to report any bullying
- Advise children not to retaliate violently to any form of bullying
- Be sympathetic and supportive towards their children and reassure them that appropriate action will be taken.

Appendix A: COVID-19 Interim Addendum to Behaviour Policy

At Roydon Primary School we aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. While expectations in our Behaviour Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff.

The rationale behind this Addendum is to ensure that children, staff and parents act in a manner that fully supports the very necessary safety measures that have been put into place during the COVID-19 pandemic.

Some behaviour concerns referred to in this addendum may have previously been deemed less serious; however, if an action now results in the potential compromising of a person's ability to social distance and stay safe, or purposefully impacts on their health and safety, it will be treated in a more serious manner.

If any child is sent home for being in breach of this Behaviour Policy Addendum, the Headteacher will complete a Risk Assessment to ascertain when it is safe for the child to return to school.

This addendum also applies to children with Special Educational Needs who present behaviours that are deemed to put others' health and safety at serious risk. The individual requirements of children with additional needs will always be risk assessed; however, serious breaches will result in the same consequences for all children.

These adjustments are set out below:

Expectations of staff:

Staff must ...

- adhere to and follow all health, safety and hygiene procedures set out in the COVID-19 Action Plan;
- inform the Headteacher if they display symptoms of COVID-19 or if they are in close contact with any person displaying symptoms or who has been tested positive;
- follow the 2m social distancing guidance, where possible;
- wear appropriate PPE when managing any Intimate Care or First Aid.

Expectations of Parents and Carers:

Parents must ...

- follow the one-way system in place, leaving the site and returning to the red gate when necessary;
- not enter the school building at any time unless asked to by a member of staff;
- keep pre-school children with them at all times when dropping off or collecting school children;
- escort children to their entry point every morning, regardless of their age;
- maintain an appropriate social distance from other families while waiting for doors to open, as per Government guidance (please do not arrive too early to avoid congregation);
- collect a child immediately if called regarding illness/symptoms of COVID-19;
- stick to allocated drop-off and pick-up times.
- inform school if their child displays any symptoms of COVID-19 or if they have been in contact with any person displaying symptoms or have been tested positive.

Expectations of pupils:

Arrivals, departures and moving round the school

- Children will enter school through their designated entrance and go straight to their classroom.
- Where lockers are in a communal space, children will take their things to class and return to their lockers at a later time under the supervision of the teacher.
- At pick-up time, children will leave the building from their designated exit.
- Children will leave one at a time when their parent has come forward to collect them, keeping their distance from other classes.
- Movement around the school will be limited.
- When the children leave their designated area to go outside for break, lunch or outdoor learning, they will move as a whole class.
- Only one child per class may visit the toilet at a time; children will wait in classrooms, not corridors.

Handwashing and hygiene

- Children will be expected to follow all handwashing and hygiene routines while in school.
- Children will wash hands on entering school, at the beginning and end of every session, and before and after eating.

- Children are reminded to follow the 'Catch it, bin it, kill it' message when in school, and use a tissue or their elbow if they need to cough or sneeze.
- Children will be reminded not to touch their face, mouth, nose or eyes while at school.
- Should a child refuse to follow these routines, disciplinary procedures and sanctions will be used (see the 4-step plan).

Social Distancing

- Children who are old enough will be expected to socially distance from their peers and adults from other classes.
- Should a child refuse to follow social distancing measures, disciplinary procedures and sanctions will be used (see the 4 step plan section).
- We understand socially distancing may be more difficult for younger children, they will be encouraged wherever possible to keep a distance from peers and adults from other classes.

Toilets

- Each class will be allocated toilets to use.
- Children will use the toilets one at a time, waiting in classrooms rather than queueing in corridors.
- When a child has been to the toilet, they must wash their hands properly following the handwashing guidelines.

Break and lunchtimes

- Children will have a designated play space in which they must stay until an adult instructs them to go inside. Each class has its own play equipment (e.g. tennis balls) so that resources are not shared between classes.
- Break times are staggered so that half the school is at play at a time, indoors or outdoors depending on the weather. Similarly, lunchtime is organised into two sittings so that half the school is eating while the other half is at play.
- Hot and cold school lunches are served and eaten in the hall. School and home packed lunches are eaten in the classroom. Children will remain seated while they are eating. They must not move around the room, and they must not touch or share anyone else's food.

Equipment/Resources

Equipment cannot be shared between classes unless they have been cleaned in between use. If any child deliberately touches or tampers with another classes resources or

another child's belongings and does not follow the adult instruction when reminded, they will be removed from the class for an age-appropriate length of time. A second occasion will result in the parents being called and the child sent home.

Rewards

Class Dojo will continue to be used to recognise a positive attitude towards work and good behaviour. and The team point system will not be in use during Covid-19. Instead other reward systems will be in place to support children. The headteacher will visit Special Achievers in their class and children will be rewarded with a quarantined prize. Certificates will be sent home on a Monday after at least three days of quarantine. Visiting other members of staff for praise will not be permitted.

Misdemeanours

The usual sanctions are in place for children who do not follow the school or class rules, e.g. moved away from others, removed from the classroom, loss of playtime.

A child's behaviour will be considered to be high risk if they:

- refuse to adhere to safety measures, such as hand-washing, social distancing, remaining in their designated areas;
- behaviour in a way that puts themselves or others at risk, such as spitting or deliberately coughing at others.

The following sanctions and disciplinary procedures may be used:

- referral to Headteacher
- parents/carers called to collect child from school immediately
- fixed term exclusion
- permanent exclusion

Positive Handling & Restraint

There can be times when a pupil's behaviour requires staff physical support to ensure the pupil's own safety, the safety of other pupils and staff, or that property is not seriously damaged. This can require the use of physical interventions and staff have been trained to use Norfolk Steps strategies for physical intervention when required.

In the current COVID-19 situation, contact with children will be avoided whenever possible. In the event that all other de-escalation techniques do not work and there is immediate danger to children, staff or property, restraint techniques may be used as a last resort. Where a child may need very close contact, PPE will be used where

appropriate to help avoid cross-contamination or any potential viral spread. The child's parents or carers will be called and asked to pick up their child immediately.

This behaviour will be deemed to be a serious breach of the COVID-19 Behaviour Policy Addendum and the pupil may no longer be able to attend onsite education until it is proven that it is safe for the child to attend. This breach could also lead to a fixed term or permanent exclusion.

Pupils working from home

If interacting with other pupils or staff online, students should always be kind and respectful to each other and to staff, remembering at all times that staff are not 'friends' with, or peers to, pupils.

Students or parents should only contact staff through Class Dojo or their school email, and never via social media. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously and could result in a referral to the police. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school at any time.