



Behaviour Policy

Version Control

Version	Date	Description
1	Autumn 2020	New Policy
2	Summer 2022	Updated upon Review
3	Summer 2024	Updated upon Review Removal of Suspension and Permanent Exclusion to separate policy Use of Reasonable Force and Searching, Screening and Confiscation sections added

Date: Summer 2024
Review: Summer 2026

Christian Vision at Alder Grove



Our vision for Alder Grove School is about the importance of roots. Just as a tree cannot grow to be healthy and strong without good roots, so we believe that children need the right conditions to grow and flourish.

Our school community at Alder Grove is rooted in the following values:

- Kindness
- Service
- Truthfulness
- Forgiveness
- Courage
- Perseverance

We see these values in the life of Jesus, and Christians choose to live their lives rooted in him. At Alder Grove, we want to help all our children, whatever their faith background, to grow deep roots which will enable them and the whole community to be strong and healthy learners, and to care for each other.

As we live out these values, we help each other to flourish and grow. Our vision is not just about individuals but about a whole community, so we emphasise the importance of serving each other, and treating each other as we would like to be treated, and we also believe in the importance of caring for the world around us.

When the roots are healthy, we will see fruit growing:

'They are like trees planted along the riverbank, bearing fruit each season' (Psalm 1.3).

The right roots will allow our children to fulfil their potential in all areas of life.

Behaviour Policy

Description:

The purpose of this policy is to provide staff, pupils, parents and governors with a clear guide to principles and practices relating to the promotion of positive behaviour.

It aims to create and sustain a positive, supportive and secure environment for all who work in the school underpinned by our school values. This Policy also highlights the use of reasonable force (*All members of school staff have a legal power to use reasonable force. Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder*) and Searching, Screening and Confiscation.

Our Christian Values and Vision underpin our written and hidden curriculum. This policy highlights classroom practices and procedures that promote high quality behaviour.

Aims:

- To encourage a calm, purposeful and positive atmosphere within the school that facilitates the learning process.
- To encourage increasing independence and self-discipline so that each child learns to accept responsibility for his/her own behaviour.
- To foster positive, caring attitudes towards everyone where achievements at all levels are acknowledged and valued.
- To have a consistent approach to behaviour throughout the school with parental co-operation and involvement.

A Therapeutic Approach

At Alder Grove CofE Primary School we recognise that negative experiences create negative feelings and that negative feelings create negative behaviour, whilst positive experiences create positive feelings and positive feelings create positive behaviour. At Alder Grove CofE Primary School, we will promote a therapeutic approach towards behaviour management. To enable this, it is the responsibility of every adult at our school to seek to know how to promote pro-social behaviours, to know how to manage difficult or dangerous behaviours and to have an understanding of what behaviour might be communicating. All staff will be trained to focus on de-escalation and preventative strategies rather than focusing solely on reactive strategies.

Promoting Pro-Social Behaviour

At Alder Grove CofE Primary School, we want to promote pro-social behaviour. Initially, we do this by having clear expectations for behaviour. These expectations are set out in our 'Alder Grove Key Code' (Appendix 3) which links closely to our school values.

To ensure the 'Alder Grove Key Code' is effective it is:

- agreed by the children and clearly understood;
- displayed
- fair and consistent

At Alder Grove CofE Primary School, we adopt a therapeutic approach; we want to **teach** behaviour, rather than **impose and demand obedience**. Through the therapeutic approach, we build positive relationships by:

- using a tone, pitch, cadence and volume that would be appropriate to be used with all adults and children
- listening
- having mutual respect

- being consistent
- highlighting good models of behaviour
- developing scripts and routines
- using positive phrasing and positive body language
- planning
- comforting and forgiving
- empathising
- giving pupils time to reflect, repair and restore

Conscious and subconscious behaviours

An important aspect of the training that staff receive is understanding that some behaviours are conscious (behaviours over which the person has a choice) and others are subconscious (behaviours over which the person does not have full control). Staff must identify whether an inappropriate behaviour is conscious or subconscious, as this will have an important bearing on planning and practice.

In order to assess conscious behaviours, the adult should consider:

- What is the expected outcome of the behaviour?
- What is the motivation to behave anti-socially?
- What is the motivation to behave pro-socially?
- What are the expected consequences?
- How can the adult impact in the young person's beliefs and values?

To assess subconscious behaviours the adult needs to consider:

- Is the behavior medical or habitual?
- What may be causing the behaviour: anxiety, fear, anger, confusion and/or embarrassment?
- What is stimulating/overwhelming the child?

Celebrating Pro- Social Behaviours

At Alder Grove CofE Primary School, success is celebrated and individual and collective achievement valued. Children are encouraged to identify their own and others' strengths and to recognise and value diversity.

The achievements of individual children are celebrated in many ways as an on-going process in all aspects of school life, by:

- praise
- displays of work
- sharing success with the school community
- 'Wow' Moments (EYFS)
- Alder Grove Excellence Award
- invite parents/carers to Celebration Assembly to share their child's success
- discussions with parents/carers – often brief verbal comments at the end of a particularly good day
- parents/carers evening and annual school report to parents/carers
- articles in local magazines and newspapers

Achievement Certificates

Each week pro-social behaviours will be celebrated through the Alder Grove Excellence Award, these are behaviours that have demonstrated one of our school Values. To preserve the value of these certificates as a reward two names per class per week must be put in the book.

Anti-social Behaviour

Low level anti-social behaviour can be defined as behaviour which disrupts a pupil's learning or the learning of others.

Teachers will make explicit their high expectations of behaviour by following 'Alder Grove Key Code' and disruptions will be dealt with fairly and consistently (Appendix 3). Children will be made aware of what good behaviour for learning looks like and this will evolve as they progress through the school. Repeated incidents of anti-social behaviour may lead to alternative short-term provision within school. Parents will be informed of repeated or serious anti-social behaviour.

To support children who are displaying anti-social behaviours the following can be used to discourage these behaviours:

Positive phrasing e.g.

- "Stand next to me please"
- "Put the toy on the table please"
- "Please walk beside me"

- Limited choice e.g.
 - "Put the pen on the table or in the box please"
 - "When we are inside, Lego or drawing?"
 - "Talk to me here or in the courtyard"

- Disempowering the behaviour e.g.
 - "You can listen from there"
 - "Come and find me when you come back"
 - "Come down in your own time"

- Use of a de-escalation script e.g.
 - Use the person's name – "David"
 - Acknowledge their right to their feelings – "I can see something is wrong"
 - Tell them you are there – "I am here for you"
 - Offer help – "Talk to me and I will listen"
 - Offer a "get-out" (positive phrasing) – "Come with me and..."

Should anti-social behaviour escalate, in or out of the classroom, the child will be referred to the Head of School or member of the SLT. Incidents will be recorded on CPOMS and investigated by a member of the leadership team. Support will be put in place to identify and understand the reasons behind the anti-social behaviour.

Children may have a Risk Reduction Plan drawn up and may follow different steps of intervention.

Interventions may include support at playtime, additional support in class or providing alternative short-term provision in school. Children will be expected to complete 'Time Out Reflection sheet' to support them in their understanding of their actions (Appendix 4).

Repeated incidents of behaviour which contravene the Key Code may mean that the school completes an Early Help Assessment to seek advice from external agencies, such as SEND Services. If property has been damaged, then the school may ask parents to provide replacements. Serious one-off breaches or repeated breaches of the Key Code may lead to fixed term exclusion. **Only the Executive Headteacher can take the decision to exclude** and it would follow a **significant** breach of 'Alder Grove Key Code'.

Adults in School

Just as it takes a whole community to raise a child, it takes a whole school to support children with promoting pro-social behaviours. All adults are expected to follow the therapeutic approach. They should be role models around school displaying behaviours with each other and towards children that are set out in the 'Alder Grove Key Code'. Adults will be expected to follow this policy in a consistent and fair way to all pupils. Adults will be supported in developing

positive behaviour in their classrooms and if more sustained or serious issues occur in the classroom, other adults can be sent for immediately. Volunteer helpers or work experience students should refer to the class teacher in the first instance. The training needs of adults will be addressed as part of our staff development or as individual need arises. Staff will be offered a debrief time to reflect following serious and very serious incidents.

Governors

The Head of School will report to the Governing Body on a regular basis about the behaviour in school and the implementation of the policy. Governors will be involved in policy review.

The role of parents and carers

The school works collaboratively with parents and carers in an effort to ensure that children receive consistent messages about how to behave at home and within school. We explained the school values and expectations in the home-school agreement (see appendix 2). We expect parents and carers to read these and support them. We aim to build a supportive dialogue between the home and the school. We will inform parents and carers immediately if we have significant concerns about their child's welfare or behaviour.

If the school has to use reasonable sanctions for a child, the expectation is that parents and carers will support the actions of the school. If parents and carers have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the school office who will arrange for a senior member of staff to meet with them. If these discussions cannot resolve the problem, a formal complaint process can be implemented via the school governors.

Behaviour of Staff

Staff are aware of the powerful influence they exert as behaviour role models. Therefore, staff treat all pupils and also each other with courtesy and respect at all times. The behavior policy guidelines are to ensure that there is consistency for all adults in the school.

Physical/corporal punishment

At no time is physical or corporal punishment used. Other unacceptable sanctions include:

- Giving 'lines' – the punishment needs to fit the 'crime'.
- Punishing the whole class for the misdemeanors of individual pupils.
- Leaving or putting a child in an unsupervised situation – this would include keeping a child 'in' unless a member of Staff is with the child or sending a child out of the room to somewhere they cannot be seen.
- Leaving a child standing or sitting outside the Office during playtime or lunch time unless this has been discussed and agreed with the Head of School – Office/Admin Staff have their own jobs to do and cannot be expected to supervise pupils.

Monitoring

The implementation of this policy will be monitored by the Head teacher, the senior leadership team and governors via meetings and through observations.

Use of Reasonable Force

Introduction

This policy reflects the expectations of the Children Act 1989 and the Human Rights Act 1998. It is also consistent with the guidance provided by the Department for Education (DfE). DfE guidance states that schools should not have a 'no contact' policy as such a policy might place a member of staff in breach of their duty of care towards a pupil, or prevent them taking action needed to prevent a pupil causing harm either to themselves, other pupils or adults or property.

The DfE produced an advisory document called 'Guidance for Safer Working Practice for adults who work with children and young people'. The document was updated in May 2019 by the Safer Recruitment Consortium. The Keys Academy Trust (TKAT) Staff Code of Conduct references this guidance which includes information on dealing with Behaviour Management and The Use of Control and Physical Intervention. DfE guidance 'Use of Reasonable Force' has informed the content of this policy.

TKAT strives to provide a safe learning environment for all pupils. All members of staff (and anyone whom the Headteacher has given the responsibility to be in charge or in control of the pupils) are lawfully permitted to use reasonable force to prevent pupils committing an offence, injuring themselves or others, damaging property, and to maintain good order and discipline in the classroom. Schools do not require parental consent to use force on a student.

This power extends to times when staff (or other adults see 1.3) are lawfully in charge of pupils but are off the school premises i.e. on a school trip. There is no definition of when it is reasonable to use force and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.

Sometimes, pupils may get anxious or agitated and strategies used to help pupils calm down such as using communication skills, distraction techniques and removing triggers may not yield results. On rare occasions staff may have to use physical interventions to ensure the pupil's own safety, the safety of other pupils and staff, or to ensure that property is not seriously damaged.

All incidents where staff use the power to apply physical intervention or force will be recorded.

A record will not be made unless directed where pupils are held to help them to calm or reassure them, or where touching a pupil might be proper or necessary. The following examples are not exhaustive but may include:

- Holding the hand of the child when moving around the school or when on visits or in other settings
- When comforting a distressed pupil;
- When a pupil is being congratulated or praised;
- To demonstrate how to use a musical instrument;
- To demonstrate exercises or techniques during PE lessons or sports coaching;
- To give first aid.

Where directed, the Individual Behaviour Plan and/or Pastoral Support Plan will be reviewed and updated.

Schools have a legal duty to make reasonable adjustments for disabled children and children with Special Educational Needs (SEND). The school SENCO will ensure the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans and provide professional guidance to colleagues to ensure that pupils with SEND receive appropriate support.

TKAT will ensure that staff training is available to meet identified needs. Schools must take responsibility to ensure that appropriate staff attend training.

Definition of reasonable force

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils. Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

'Reasonable in the circumstances' means using no more force than is needed. As mentioned above, schools generally use force to control pupils and to restrain them. Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom. Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil.

When can reasonable force be used?

All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. The decision on whether or not to physically intervene is down to the judgement of the adult concerned and should always depend on the individual circumstances.

Adults can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground;
- restrain a pupil at risk of harming themselves through physical outbursts.

Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm (see Searching, Screening and Confiscation information in Appendix 2).

This list is not exhaustive but provides some examples of situations where reasonable force can be used.

Schools cannot use force as a punishment. It is always unlawful to use force as a punishment.

Physical Interventions – Definitions

Restraint The reasonable use of minimum force required to overpower a child or young person with the intention of preventing them harming themselves, others or causing serious damage to property (and within education settings preventing behaviour prejudicial to good order).
Holding To assert authoritatively. Action taken to discourage a child or young person from causing harm, damage or disruption but which of itself would not prevent such harm, damage or disruption.
Escorting Accompanying a child or young person for protection or guidance. Escorting may include physical touch.
Breakaway The reasonable use of minimum force required to disengage from dangerous or potentially harmful physical contact with a child or young person.
Reasonable force There is no legal definition of 'reasonable'. The use of force can only be regarded as reasonable if the circumstances of the particular incident warrant it and the degree of force employed is proportionate to the level of challenging behaviour presented or the consequences it is intended to prevent.

The following restraint techniques have been identified as presenting an unacceptable risk when used on children and **must not** be used:

- × the 'seated double embrace' which involves two members of staff forcing a person into a sitting position and leaning them forward, while a third monitors breathing;
- × the 'double basket-hold' which involves holding a person's arms across their chest; and
- × the 'nose distraction technique' which involves a sharp upward jab under the nose.

Prevention

Children or young people who are constantly in conflict with themselves or others are less able to access learning and develop their potential. Children and young people with difficult or challenging behaviour should be helped to manage themselves in ways that enables them to learn and develop. In order to do this a stepped approach to the prevention of confrontative and challenging behaviour will be adopted including:

- Ensuring the best possible match between the child or young person's needs and the staff's ability to meet those needs.
- Developing an ethos in which there is the expectation that children and young people will be well behaved. It is believed that children and young people develop and learn self-control better through reward and positive responses to acceptable behaviour rather than disapproval and imposition of sanctions when they behave badly. A major factor in creating an environment, which is generally well ordered, is the quality of the relationships between staff and children/young people. Staff and carers will work to develop relationships with children and young people based on mutual trust and respect and will use these to communicate expectations regarding acceptable behaviour.
- It is recognised that staff and carers need to feel safe in order to carry out their duties and the school will ensure that they receive the necessary training and support to enable them to do so. It is not acceptable for staff or carers to become the victims of verbal or physical abuse from children/young people and their parents, and all options will be explored to prevent this from happening.
- Adopting a non-confrontative, pragmatic and problem-solving approach to signs of mounting anger in children and young people. When children/young people begin to lose control staff and carers will explain clearly what is expected and will tell and show the child or young person how to behave in an acceptable manner. In these circumstances staff and carers will demonstrate to

children and young people unconditional positive regard (while clearly identifying their behaviour as unacceptable) and keep in mind throughout that the purpose of intervention is to enable the child or young person to learn self-control.

- Intervening early when there are signs of increased aggression and employing techniques of defusion and de-escalation to calm and distract young people to enable them to regain self-control. The best prevention is based on a full and proper understanding of a child or young person's needs. The better the child or young person's needs are understood and met, then the less the likelihood of confrontation. Where children and young people are known to have challenging behaviours then a proper risk assessment followed by shared planning is the basis for appropriate management.
- Involving both professionals and parents/carers in developing a behaviour management strategy within the child's care plan / pastoral support plan and /or behaviour management plan for those who have enduring self-management difficulties. The strategy will include agreement on reasonable expectations in relation to the child or young person's behaviour and on the strategies to be adopted to manage future difficulties. They will also indicate what rewards are available for improved behaviour and what sanctions will be imposed for further incidents of unacceptable behaviour.
- Resorting to the use of physical interventions, including restraint, as a last resort. The use of restraint is an act of care intended to provide external control to a child or young person who has temporarily lost self-control. It is important to take the use of restraint extremely seriously and to ensure that an opportunity is offered to the child/young person to reflect on their experiences, and that staff involved will be debriefed after a restraint in order to promote learning and to reduce the likelihood of future incidents.
- There is a stepped approach to prevention which begins with developing an ethos in which good behaviour is a reasonable expectation, proceeds through to a number of stages of intervention to deal with signs of mounting anger and aggression and culminates in the use of force (restraint) only as a last resort.

Risk Assessment

In any school there will be a small minority of children whose behaviour in some circumstances may need to be managed by the use of planned physical intervention.

Where this behaviour has the potential to cause harm, injury or serious damage, early identification and appropriate intervention through a planned risk assessment is necessary in order to minimise potential difficulties and ensure the safety of all involved.

The risk assessment should not only focus on the potential for aggressive / challenging behaviour but for those children and young people who are deemed to be vulnerable through emotional and traumatic experiences. The risk assessment should result in an appropriate plan which identifies the steps and support necessary to be put into place.

See Risk Assessment proforma (Form A)

Partnership

Experience shows that the best outcomes for children and young people who have enduring problems with challenging behaviours are achieved through staff, parents/carers and other professionals working in partnership. Partnership will be best promoted through the following means:

- Involving parents/carers by keeping them informed of concerns about their children/young person's difficult/challenging behaviour.
- Planning, agreeing and regularly reviewing with parents/carers strategies (including any sanctions) to deter inappropriate behaviour and encourage the development of more appropriate behaviour.

- Working with parents/carers and other professionals (for e.g. Education Welfare Officers, Clinical or Educational Psychologist, Social Workers, Health Professionals, Voluntary Carers, Outreach Workers etc.) may be involved with the child or young person to develop a fuller understanding of their needs and for these to be reflected in their care plan and/or personal support plan.
- Working collaboratively with the council to promote staff and carers' safety and ensure best outcomes for children and young people.

Recording and Monitoring

Alder Grove School will keep a separate, detailed, written record of every incident of restraint (see Form B).

The designated senior member of staff will read every report and will address any issues which arise. Other interventions involving the use of physical interventions will also be recorded.

Schools are required to keep written records of restraint for 75 years after the date of birth of the child. To ensure that records are kept a Bound and Numbered book should be used to record all incidents of restraint ([TeamTeach Portal \(coreprint.net\)](https://www.teamteach.com/coreprint.net)). This can be used in conjunction with Form B which schools will use to keep their electronic records up to date (CPOMS). These books should be kept in a safe and secure location. All records will be regularly reviewed by the designated senior member of staff to monitor the use of physical interventions generally and identify any issues or trends (whether particular children/young people or staff/carers are more frequently involved in incidents or whether particular situations trigger incidents, etc.) and consider whether any action is necessary.

Parents/carers should be informed 'as soon as is practicable' when significant force has been used on their child. Parents should be told:

- When and where the incident took place
- Which members of staff were directly involved
- The strategies used to try to avoid having to use force
- What force was used
- Whether there were any injuries
- What follow up actions (support and/or disciplinary) was being taken in relation to their child

Complaints

When children or young people are seriously out of control physical intervention may be unavoidable and may result inadvertently in the child being harmed/injured. In these circumstances it is the behaviour of the child or young person which determines the degree of force required to bring them under control which may lead to injury, rather than the intention of the member of staff or carer to cause harm.

If a child or young person is harmed in the course of a physical intervention and he/she or his or her parents wish to make a complaint then this will be taken seriously and investigated thoroughly in line with the Child Protection (Allegations Against Staff) Procedures.

Under no circumstances whatsoever should a parent take direct physical action against a member of staff or carer. If this should happen, staff within schools or establishments would be supported in the action they may wish to take in terms of legal redress in respect of the parent.

In this difficult area it is important to balance up the primary consideration, which is the safety and welfare of children and young people, with the principles of natural justice in relation to the member of staff or carer concerned. As a general rule, genuine attempts to use approved methods of physical intervention in appropriate circumstances would not attract a disciplinary response (even if the child or young person is harmed) – though such circumstances may indicate a training need.

Searching, Screening and Confiscation

This policy is based on the Department for Education advice for Headteachers, school staff and governing bodies 'Searching, screening and confiscation' DfE 2022.

Searching

School staff can search any pupil for any item if the pupil agrees. The Headteacher/Head of School and members of staff authorised by the Headteacher/Head of School have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco, e-cigarettes and/or cigarette papers
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage the property of, any person (including the pupil).

The Headteacher/Head of School and members of staff authorised by the Headteacher/Head of School can also search for any item listed above, which have been identified as harmful or detrimental to school discipline and items which may be searched for.

When exercising these powers, the school must consider the age and needs to pupils being searched or screened. 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

Confiscation

School staff can seize and the school retain any prohibited item found as a result of a search. They can also seize any item, which they consider harmful or detrimental to school discipline.

Searching with consent:

School staff can search pupils with their consent for any item.

Formal written consent is not required from the pupils (such as asking the pupils to turn out their pockets or if the teacher can look in a pupils' bag or locker and for the pupil to agree.

The behaviour policy, shared with children and parents, will clearly state any items which are banned.

Searches will be conducted in such a manner as to minimise embarrassment or distress. As far as possible, staff will be the same sex as the pupil being searched and there will be a witness. As a limited exception to this rule, staff can carry out a search of a pupil of the opposite sex if a member of staff suspects a pupil is in possession of a banned item.

Searching without consent:

The Headteacher/Head of School or a member of staff authorised by the Headteacher/Head of School can search without consent of child or their parent/ carer if they have reasonable grounds for suspecting a child is in possession of an item on the prohibited list.

A member of staff must be the same sex as the pupil being searched; and there must be a witness (also a member of staff). However, if staff believe the child is at risk of serious harm if you do not search immediately then the search can be conducted on a child of the opposite sex but with a staff witness.

Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupils, for example on school trips in England or Overseas.

During the search

The law states:

- The person conducting the search may not request the pupils to remove clothing other than outer clothing
- 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.
- It does NOT enable or allow an intimate search going further than that, which only a person with more extensive powers (e.g. police officer) can do.
- Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

Strip searching

A strip search is a search involving the removal of more than outer clothing and can only be carried out on school premises by police officers under the Police and Criminal Evidence Act 1984 (PACE). More guidance is contained within the DfE advice to schools on [Searching, Screening and Confiscation \(July 2022\)](#).

The decision to undertake a strip search itself and its conduct are police matters. However, school staff retain a duty of care to the pupil(s) involved and should advocate for pupil wellbeing at all times.

In order to ensure pupil's wellbeing, the school will seek to include an appropriate adult as a matter of course during all searches conducted by police in school.

Electronic Devices

If it is suspected that the device has been or is likely to be used to commit an offence or cause personal injury or damage to property, then data or files on the device can be examined.

This can be done under the powers of 'without consent' search if it is reasonably suspected to be used to commit an offence or cause personal injury or damage to property.

If inappropriate material is found on a pupil's device, the Designated Safeguarding Lead will decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

Any material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an [extreme pornographic image](#) must not be deleted and must be given to the police as soon as reasonably possible.

The school may delete files or data if they believe there is good reason (it could cause harm, disrupt teaching or break the school rules) to do so and they are not needed to be given to the police.

After the search

Senior leaders can use their discretion to confiscate, retain or to destroy any item found so long as it is reasonable in the circumstances.

Any offensive weapon, controlled drugs, stolen items (unless low value e.g. Pencil cases), pornographic images that are a specified offence (i.e. extreme or child pornography) must be passed to the police.

The school will inform the individual pupil's parents/carers where a search has taken place, though there is no legal requirement to do so.

Recording searches

Any search by a member of staff for a prohibited item, items banned by the school rules and all searches conducted by police officers will be recorded by staff in the school's safeguarding reporting system, including whether or not an item is found. This will allow the DSL or deputy to identify possible risks and initiate a safeguarding response if required.

Records of the search will include:

- 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; and
- what follow-up action was taken as a consequence of the search.

The school will take reasonable care of any items confiscated from pupils. However, unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the school does not accept responsibility for loss or damage to property.

Communication with Parents/Carers

The School aims to work with parents/carers: There is no legal requirement for the school to inform parents/carers before a search for banned or prohibited items takes place or to seek their consent to search their child and it will not generally be practicable to do so.

Parents/carers should always be informed of any search for a prohibited item that has taken place and the outcome of the search as soon as practicable. A member of staff should inform parents/carers of what, if anything, has been confiscated and the resulting action the school has taken, including any sanctions applied.

Complaints about searching or confiscation will be dealt with through the school's complaints policy and procedures.

Screening

Schools can require pupils to undergo screening by a walk-through or hand-held metal detector. We do not have such devices.

The advice will be kept under review and updated as necessary.

Disposal of confiscated items

Alcohol: alcohol which has been confiscated will be destroyed.

Controlled drugs: controlled drugs will be alerted to the police as soon as possible and invited to collect from the school premises. They will not be returned to the pupil.

Other substances: substances which are not believed to be controlled drugs but which are harmful or detrimental to good order and discipline may be confiscated and destroyed. Where it is not clear whether the substance seized is a controlled drug, it will be treated as such and disposed of as above.

Stolen items: stolen items will be delivered to the police as soon as possible. However, if, in the opinion of the Headteacher/Head of School, there is good reason to do so, stolen items may be returned to the owner without the involvement of the police.

Tobacco, cigarette papers or e-cigarettes: these will be destroyed.

Fireworks: these will be placed in safe storage and for disposal. They will not be returned to the pupil.

Pornographic images: pornographic images involving children or images that constitute "extreme pornography" under section 63 of the Criminal Justice and Immigration Act 2008 will be handed to the police as soon as practicable. As possession of such images may indicate that the pupil is at risk of harm, the Designated Safeguarding Lead for the relevant school will also be notified and will make a referral to the Local Authority Designated Safeguarding Officer.

Other pornographic images will also be discussed with the Designated Safeguarding Lead for the relevant school. The images may then be passed to the Local Authority designated safeguarding officer.

An article that has been (or could be) used to commit an offence or to cause personal injury or damage to property: such articles may, at the discretion of the Headteacher/Head of School, taking all the circumstances into account, be delivered to the police, returned to the adult owner, retained or disposed of.

Weapons or items which are evidence of an offence: such items will be passed to the police as soon as possible.

An item banned under School rules: such items may, at the discretion of the school Headteacher/Head of School taking all the circumstances into account, be returned to its adult owner, retained or disposed of.

Electronic devices Where staff confiscate a mobile electronic device that has been used in breach of school rules to disrupt teaching, the device will be kept safely until the end of the school day when it can be claimed by its adult owner, unless the Headteacher/Head of School considers it necessary to retain the device for evidence in disciplinary proceedings.

Appendix 1

Support and interventions for Anti-Social Behaviour

<u>Wave</u>	<u>Type of behaviour</u>	<u>Main strategies/ procedures</u>	<u>Definitions</u>
Wave 1	Low level Anti-Social Behaviour	Follow the therapeutic approach. Assess whether the behaviour is conscious or subconscious. Verbal reminder of expectations. Follow up discussion with member of staff.	Wave 1 behavioural incidents are those that can be resolved using the normal behaviour management strategies of the class teacher or other responsible member of staff. Incidents at this level would include examples such as name calling, talking in class, lack of completion of a task, inappropriate language or other predictable low level behaviours that have occurred as a one off or infrequently.
Wave 2	Persistent Low level Anti-Social Behaviour	Follow the therapeutic approach. Assess whether the behaviour is conscious or subconscious. Follow the supportive approach for anti-social behaviour- positive phrasing, limiting choice, disempowering of behaviours and use of de-escalation script. Reflection Time. Alternative provision in school. Follow up discussion with class teacher.	Wave 2 behavioural incidents are those that can be resolved using additional strategies. Incidents at this level would include examples such as deliberate disruption within a lesson, offensive language, inappropriate physical behaviour or repeated low level behaviours over a longer period of the day. See appendix for Reflection Time sheet. These should be completed with the child's class teacher and used as a conversation to help support children make better behaviour choices in the future. All Reflection Forms should be scanned and uploaded the CPOMS. Forms to be filled in by adult for yonder children.
Consideration should always be given to the need to inform parent/carers via a follow up conversation with the child's class teacher or other responsible member of staff. Consideration should also be given to the need to review current provision or targets to support a proactive approach to improving pupil behaviour.			
Wave 3	Significant incidents of Anti-Social Behaviour	Follow the therapeutic approach. Assess whether the behaviour is conscious or subconscious. Follow the supportive approach for anti-social behaviour- positive phrasing, limiting choice, disempowering of behaviours and use of de-escalation script. Alternative provision in school Interventions- additional support in class and/or at playtime Risk Reduction Plan. Early Help Assessment- seek advice from external agencies Parent/carer meeting to be held.	Wave 3 behavioral incidents are those that cannot be resolved using Wave 1 and Wave 2 strategies. They will typically involve the child or young person becoming extremely angry and upset, significantly disrupting the learning of others, and refusing to follow adult direction. They may also involve significantly abusive language or aggressive behaviour directed at others. All incidents of Wave 3 behavior must be recorded on CPOMS
An exclusion will be used as a last resort.			

Appendix 2
Home School Agreement

Home - School - Child Agreement

At Alder Grove CofE Primary School, our staff will:

- Encourage all children to do their best at all times.
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support them in their areas for development.
- Inform parents about the topics being covered and the learning taking place each term and give adequate notice of other relevant school matters.
- Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and open days.
- Expect all children to follow the Alder Grove Key Code.
- Provide a safe, happy and stimulating environment based on Christian values where every child can achieve their full potential.
- Celebrate your child's academic and personal achievements.
- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them.

Signed: Mr Theobald – Head of School

Date

As a parent/carer I will:

- Ensure my child comes to school regularly, on time and properly equipped.
- Inform the school about any concerns or problems that might affect my child's work or behaviour.
- Support the school's policies and guidelines for behaviour.
- Attend parents' evenings throughout the year.
- Provide a safe, secure and happy environment at home for my child, acknowledging that my child learns at home.
- Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Encourage a positive attitude towards my child's education and our school. If I have any concerns, I will come and discuss them with the school.
- Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and open days.
- Treat staff with respect and courtesy.
- Ensure all home learning is completed and returned to school on time.

Signed: Parent/Carer

Date

As a pupil of Alder Grove CofE Primary School I will:

- Follow the Alder Grove Key Code.
- Be kind, friendly and respectful to everyone in school.
- Accept responsibility for the things that I do.
- Work hard and always do my best and ask for help if I need it.
- Take good care of the building, equipment and school grounds.
- Make good choices so that I behave in a safe way and help others.
- Tell a member of staff if I am worried or unhappy.
- Always be honest.
- Be ready to forgive others.
- Represent the school in the community in a positive way.

Signed: Child

Date

Appendix 3

The Alder Grove Key Code




The Alder Grove Key Code




- We always work hard and try our best
- We are kind and helpful to everyone
- We show respect to others and ourselves
- We are honest and ready to forgive
- We respect our school environment
- We encourage one another



Appendix 4

<u>Reflection Time</u>			
 Alder Grove			
Name		Date	
Class		Teacher's Name	

To support you in following the Alder Grove Key Codes, you have been given some reflection time. Please talk to an adult about what happened and why it happened.


	Which of the Alder Grove Key Codes do you need support with? Please tick.	
	We always work hard and try out best	
	We are kind and helpful to everyone	
	We show respect the others and ourselves	
	We are honest and ready to forgive	
	We respect our school environment	
	We encourage one another	
	What would have been a better choice in this situation? Write or draw a picture to explain.	
		
	Would you like someone to help you plan how to improve your behaviour in future?	Yes/No
	If "yes", who would you like to help you?	

Please sign below and ask your adult to sign so they know you are committed to following our Key Code

Child: _____

Adult: _____

Additional information from adult

	
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FORM A:

RISK ASSESSMENT PROFORMA FOR ASSESSING AND MANAGING FORESEEABLE RISKS FOR CHILDREN WHO PRESENT CHALLENGING BEHAVIOURS

ASSESSING AND MANAGING FORESEEABLE RISKS FOR CHILDREN WHO PRESENT CHALLENGING BEHAVIOURS

Name of child:

Class group:

Name of teacher:.....

IDENTIFICATION OF RISK	
Describe the foreseeable risk.	
Is the risk potential or actual?	
List who is (or could be) affected by the risk.	

ASSESSMENT OF RISK	
In which situation does the risk usually occur?	
How likely it is that the risk will arise?	
If the risk arises who is likely to be injured or hurt?	
What kinds of injuries or harm are likely to occur?	
How serious are the adverse outcomes?	

Assessment completed by:

Signature:..... Date:.....

RISK REDUCTION OPTIONS			
Measures	Possible options	Benefits	Drawbacks
Proactive interventions to prevent risk			
Early interventions to manage risk			
Reactive interventions to respond to adverse outcomes			

AGREED BEHAVIOUR MANAGEMENT PLAN & SCHOOL RISK MANAGEMENT STRATEGY		
Focus of measures	Measures to be employed	Level of risk
Proactive interventions to prevent risks		
Early interventions to manage risks		
Reactive interventions to respond to adverse outcomes		

Agreed by:

Relationship to child:

Date:

COMMUNICATION OF BEHAVIOUR MANAGEMENT PLAN AND SCHOOL RISK MANAGEMENT STRATEGY

Plans and strategies shared with:	Communication method	Date actioned

STAFF TRAINING ISSUES

Identified training needs	Training provided to meet needs	Date training completed

EVALUATION OF BEHAVIOUR MANAGEMENT PLAN AND SCHOOL RISK MANAGEMENT STRATEGY

Measure set out	Effectiveness in supporting the child	Impact on risk
Proactive interventions to prevent risks		
Early interventions to manage risks		
Reactive interventions to respond to adverse outcomes		

ACTIONS FOR THE FUTURE

Plans and strategies evaluated by:

Relationship to child:

Date:

Alder Grove CofE Primary School

Record of Restraint

Pupil's name:

Year Group:

Date/time/location of incident:

.....

Reason for the use of restraint (evidence of harm, damage, disruption):

.....

.....

Details of events leading to restraint:

.....

.....

De-escalation techniques used prior to restraint (tick as appropriate):

- | | | | |
|-------------------------|--------------------------|-----------------|--------------------------|
| Verbal advice/support | <input type="checkbox"/> | Reassurance | <input type="checkbox"/> |
| Calming | <input type="checkbox"/> | Re-direction | <input type="checkbox"/> |
| Distracting | <input type="checkbox"/> | Humour | <input type="checkbox"/> |
| Negotiation | <input type="checkbox"/> | Options offered | <input type="checkbox"/> |
| Increase personal space | <input type="checkbox"/> | Instructions | <input type="checkbox"/> |
| Use of body language | <input type="checkbox"/> | Warnings | <input type="checkbox"/> |

Other (specify):

.....

Details of restraint (**who was involved, what techniques were used**):

.....
.....
.....

Duration of any measure of restraint:

.....
.....

Witnesses to the incident

:

Staff:

Pupils:

Other:

Details of any damage or injuries to pupil concerned/other pupils/staff/others:

Was medical treatment necessary? Y/N

Details:.....
.....
.....

Was an Accident Report and/or Incident Report required? Y/N

Was this intervention part of an agreed Behaviour Management Plan (BMP)? Y/N

Does the existing BMP need amendment? Y/N

Is a BMP now required for this pupil? Y/N

Action taken following the incident

(including pupil's response and whether a debriefing interview with the staff member using the restraint has occurred):

.....
.....

NOTIFICATION

Identify all who have been informed and when:

	Y/N	Date/Time
Headteacher/designated person		
Parents/Carers		
Other professionals (specify)		
Police		

Comments of child/young person: (ideally within 24 hours and no longer than 5 days following the restraint)

.....

Signature of Report Compiler

.....

Date

Signature of others involved

.....

Date

Signature of child/young person

.....

Date

Headteacher/Designated Person's comments:

.....

.....

Was the person using the restraint authorised?

YES/NO

Was the person using the restraint trained?

YES/NO

.....

Date

Signature