



# Behaviour Policy

Updated: September 2022

Review due: September 2023

This policy must be read in conjunction with:

- Anti-bullying policy
- Safeguarding policy
- Equality objectives
- SEND policy
- PSHE policy

## **Purpose of the policy**

Somerford Primary School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Good behaviour is actively sought by each member of the school and everyone is expected to model and maintain the highest standards of personal conduct, to accept responsibility for their behaviour and to encourage the others to do the same. Our Behaviour Policy echoes our values and ethos with a heavy emphasis on respectful behaviour, a partnership approach to managing poor conduct and dynamic interventions that support staff and learners. We know that where there are clear and ambitious behaviour expectations, it creates a safe environment where children's achievement and outcomes can be maximised. Disruption to learning is not acceptable and should always be challenged. We have the same high expectations for all children and support children to meet them. We recognise that some children may need more support than others.

## **Aims of the policy**

- To ensure a safe environment in which all children can learn and reach their full potential
- To create a culture of exceptionally good behaviour for learning and for life
- To ensure that all children are treated fairly, shown respect and to promote good relationships
- To refuse to give children attention and importance for poor conduct
- To help children take control over their behaviour and be responsible for the consequences of it
- To build a community which values kindness, care, good humour, good temper, obedience and empathy for others
- To promote community cohesion through improved relationships
- To ensure that excellent behaviour is a minimum expectation for all
- To have consistent expectations and guidance about routines and procedures

## Consistency

In implementing this policy, Somerford Primary School acknowledges the need for consistency

- Consistent language and responses
- Consistent follow up – zero tolerance on ignoring behaviours
- Consistent positive reinforcement
- Consistent consequences
- Consistent expectations
- Consistent respect from the adults, even in the face of disrespectful children
- Consistent models of emotional control from the adults
- Consistently reinforced routines for behaviour in classrooms and around the school

## Visible consistencies around the school

Before School	No ball games in the playground Children walk straight to their entrance point Children come in quietly to their classrooms Staff are ready, prepared and welcome children
Welcoming children	SLT and Pastoral Leader will be outside welcoming children to the school day. Teachers and TAs will be outside, at the classroom doors and in corridors to welcome children
End of Playtimes and Lunchtimes	Teachers will be in playground ready and prepared to welcome children to the next lesson
Assembly	Children and staff will come in to assembly and leave assembly in silence. It is all staff's responsibility to ensure this. Children and staff should remain silent during assembly as appropriate
In the corridors	Children and staff will walk on the left of the corridor quietly
On the playground	Children will be ready, respectful and safe at all times Staff will model the behaviours expected and will engage with children
Dining room	Children will enter the hall walking quietly. They will follow instructions from lunch staff, eat respectfully and quietly and keep the hall tidy.

## School Rules

We have three simple rules at Somerford Primary School

- We are **ready**
- We are **respectful**
- We are **safe**

***'The culture is set by the way the adults behave'***

### **All staff will:**

- Refer to Ready, Respectful, Safe when dealing with behaviours and when establishing good behaviour habits and routines
- Welcome children to their classrooms at the threshold with a smile
- Model positive behaviours and build relationships with children and parents
- Embed routines to aid good behaviour and revise these routines regularly
- Plan lessons that engage, challenge and meet the needs of all children including active learning and creativity
- Use a visible recognition mechanism throughout every lesson (class reward jar, recognition board)
- Be calm and use 'take up time' when dealing with poor conduct
- Follow up every time, retain ownership and engage in reflective dialogue with learners
- Never ignore or walk past children who are behaving badly – always ensuring children are safe
- Actively teach children how to behave well through PSHE lessons, assemblies, mindfulness and modelling. Children will be supported to behave well through empathy, understanding, patience, calm down strategies, safe places and strong relationships
- Ensure children's basic needs are met e.g. food, sleep and report any concerns via school policies and procedures
- Support children to reintegrate back in to class after a sanction by ensuring children feel welcome, a fresh start is the norm and a restorative conversation has been held

### **Phase Leaders will:**

- Meet and greet children in the school
- Be a visible presence to encourage appropriate conduct
- Support staff in returning children to learning by supporting staff in restorative conversations
- Regularly celebrate staff and children whose efforts go above and beyond expectations
- Encourage the use of positive notes and positive phone calls

### **Senior Leaders will:**

- Meet and greet children at the start of the day
- Be a visible presence across the school and especially at transition times
- Celebrate staff, leaders and children whose effort goes above and beyond expectations
- Regularly share good practice
- Support staff in managing children with more complex or entrenched negative behaviours
- Use behaviour data to target and assess school wide behaviour policy and practice
- Regularly review provision for children who fall beyond the range of written policies

### **Governors will:**

- Ensure this policy is being implemented effectively
- Monitor data relating to behaviour such as rates of suspensions for particular groups of children
- Model the expected behaviours when visiting school
- Talk to children and staff about behaviour in the school

### **Behaviours we will NOT see from staff:**

- Aggression
- Shouting
- Negativity
- Humiliation
- Ignoring or walking past poor conduct – we only walk past the standard we expect
- Deviating from school systems and policies
- Labelling any child as 'naughty' or referring to them in a derogatory fashion
- Responding to children emotionally so that they are unable to have certainty in the adults' behaviour
- Escalating through the systems quickly so children do not have the chance to reengage
- Banter or sarcasm with children – humour will be used
- Engaging in an argument with children
- Engaging in discussions about poor behaviour or justifying decisions
- Making behaviour personal or singling out children
- Issuing collective sanctions to the class
- Expecting a child to behave in a certain way without it being modelled to them
- Dressing or speaking in an unprofessional manner
- Being unprepared for a lesson
- Trying to do everything themselves and not asking for help
- Discussing a child's poor behaviour with another member of staff in front of the child

**Pupils will:**

- Be ready
  - Be at school every day on time
  - Be wearing correct uniform
  - Have equipment needed such as coat, PE kit, snack, pencil case
  - Listen to the adult talking
  - Give 100% effort all of the time
  - Ask for help if needed
  - Let everyone learn
  - Raise their hand and be silent when an adult raises their hand
  
- Be respectful
  - Use kind words
  - Listen to adults and follow their instructions at all times
  - Always use appropriate language in and around school
  - Be respectful to all adults, whatever their role
  - Listen to everyone's views and respect them, even if you don't agree with them
  - Respect property and the school environment
  - Let everyone learn
  
- Be safe
  - Stay in the classroom during lessons
  - Listen to and follow instructions from adults
  - Use the stairs appropriately
  - Walk on the left in the corridors
  - Use kind hands and feet in the playground
  - Ask for help if you have a problem
  - Hand mobile phones in to staff on arrival
  - Let everyone learn

**Parents / Carers will:**

- Support this policy
- Adhere to the Home/School Agreement in the pupil planners and help children to be ready, respectful and safe
- Inform the school of anything that may impact on their child's ability to be ready, respectful and safe
- Encourage independence and self-discipline and show an interest in all that their child does
- Foster good relationships with the school
- Make children aware of appropriate behaviour in all situations and to be aware of the school rules and expectations
- Attend meetings to discuss their child's behaviour if necessary and support any agreed plans
- Be interested in learning more about effective behaviour management
- Model good behaviours on the school site and behave respectfully towards staff and children including in assemblies.
- Look after school property at home

- Greet their child with a smile, not a mobile at the end of the day
- Engage in any restorative or reintegration conversations or meetings following suspension or other consequences

## Recognition and rewards

### *'It is not what you give, but the way that you give it that counts'*

At Somerford Primary School we aim to give first attention to best behaviours. We recognise and reward children who go 'above and beyond' our standards. Although there are tiered rewards, our staff understand that a quiet word of personal praise can be as effective as a larger, more public reward.

Rewards at Somerford Primary School include:

- Praise – specific and personal
- House points
- Recognition board
- Class reward jars
- Raffle tickets
- Green Leaf
- Celebration certificates
- Maths magician certificates
- Reading trophy
- Reading prize box
- Lunchtime certificates
- Hot chocolate Friday
- Head teacher and Deputy Head teacher stickers
- Postcards home
- Phone calls home
- Attendance race rewards
- Marvellous Me badges
- Bedtime reading book bag

## Managing poor behaviour

Engaging with learning is always the primary aim. For the majority of children, a gentle reminder or a nudge in the right direction is all that is needed. Although there are times when it is necessary, every minute a child is out of a lesson is one where they are not learning. Steps should always be gone through with care and consideration, taking individual needs in to account where necessary. Staff should always and consistently in every lesson **be praising the behaviour they want to see**. All children must be given 'take up time'. Staff will always remain calm, emotionally regulated and respectful when dealing with poor behaviours.

### Step 1

Gentle encouragement, a nudge in the right direction, small acts of kindness. These may include:

- Praising children who are engaged with their learning

- Checking for understanding and where required, repeating instructions and explanations so children have clarity of expectations
- Use of eye contact, gestures, or other non-verbal communication to re direct a child or refresh their engagement
- A discreet 'drive by' a child in order to have a quick refresh or refocus of engagement
- Giving a clear double take within the lesson to indicate to a child that their conduct has been identified
- A pronounced pause within instruction to redirect attention
- Circulation round the room and using proximity to a child to redirect or refresh engagement
- Ensuring clear instructions
- Giving children take up time or thinking time so they can respond in a reflective manner
- Using a child's name to refocus them on learning

## Step 2

Reminder – A reminder of the expectations of Ready, Respectful, Safe. This is delivered privately wherever possible. The adult makes the child aware of their behaviour and the child has the choice to do the right thing.

A scripted response is used:

*'(Name), you are not being ready/respectful/safe. You now need to (specific action eg listen to me). Thank you.'*

The child is given take up time and the staff member will walk away. Any comments made by the child will be ignored until the restorative conversation where they will be addressed. The staff member will resist endless discussions around behaviour and will spend their energy teaching. If appropriate, 'Stay behind for 2 minutes after class' can be added to this step. This is not open to negotiation and cannot be removed, earned back or reduced.

## Step 3

Consequences – Somerford Primary School has a clear tiered approach to consequences. These are listed on the consequence triangle. We believe these are different to 'punishments' as they are designed to help a child change their behaviour. They are not delivered in anger, but calmly and with emotional regulation.

## Step 4

Restorative conversations – this conversation should happen before the next lesson. This can be supported by a colleague, Phase Leader or member of SLT. Staff will use a scripted conversation if this supports them:

*'(Name), you weren't showing me you were ready/respectful/safe because you were (name specific behaviours).*

*-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?*

*I know you can show appropriate behaviour in the next lesson as (name previous good behaviour noticed). Thank you.*

## **Interventions**

If a child is repeatedly receiving consequences, then a meeting will be held with the class teacher, child and parent. The purpose of this meeting is to reinforce the expectations of behaviour and identify ways to support more positive behaviour.

A 'How we can help you' sheet will be completed by the teacher and child to ensure the child takes responsibility for their own behaviour. If appropriate, the child will be placed on a Behaviour Plan or a Catch Me Chart. These plans will identify the key behaviours the child needs to demonstrate and how they will be rewarded for doing so. The plan may involve having to show the chart to a member of SLT every day or every week.

The child's behaviour will be monitored by the class teacher for 2 weeks. We expect behaviour to improve. If it does not improve, the Phase Leader will then meet with the child and parent and will monitor behaviour for a further two weeks. If there is no improvement, the process moves to the Deputy Headteacher and then the Headteacher.

## **Pupils with Special Educational Needs and Disabilities**

Where children have SEND there may be situations where the consequences and rewards may need to be modified accordingly to suit the child's needs. This will be done in consultation with the SENCo and class teacher. The SENCo may need to liaise with external agencies as necessary.

If a behaviour incident occurs involving a pupil with SEND, consideration will be given as to whether the child's behaviour was connected to their SEND. Some behaviours are more likely to be associated with particular types of SEND. Staff receive regular training so that they can support SEND children in the classroom and understand their behaviours.

Staff try to anticipate likely triggers for misbehaviour and put in place a planned preventative approach for the child. This is likely to include reasonable adjustments to meet their particular needs. These will be monitored through the plan, do, review approach.

## **Child-on-child abuse**

Child-on-child abuse is not tolerated in any form. Staff will not dismiss behaviours as banter or part of growing up and children whose behaviour falls below expectations will be sanctioned.

If a child is being bullied, staff will refer to the Anti Bullying Policy and work in conjunction with the Anti Bullying Champion.



If the abuse involves sexual harassment or sexual violence, this will be considered a safeguarding concern and staff refer to the Safeguarding Policy, referring to the Designated Safeguarding Lead without delay.

### **Use of mobile phones by pupils**

Pupils are not allowed to use their mobile phones in school for any reason. If a pupil brings their phone to school they must turn it off and hand in to a member of school staff on arrival. If a child fails to do this, their phone will be confiscated and handed back to a parent at the end of the school day.

If a child uses their phone in school to photograph or video, sanctions will be issued. Alongside these sanctions, education will be given as to the safe use of mobile phones. The school's link PCSO may also be used to support this education.

### **Removal from classroom**

Removal from the classroom is a serious sanction and will only be used when all other strategies have been attempted or when the behaviour is extreme (see consequence triangle). It will only be used in the following circumstances:

- To maintain the safety of all pupils
- To enable disruptive pupils to be taken to a place where education can be continued in a managed environment
- To allow the pupil to calm in a safe space

This is referred to as 'Internal Exclusion' in this policy.

An Internal Exclusion will be issued for a half day or a whole day but no longer. Internal Exclusions usually take place in a partner class, however, if this is not appropriate, the child will be supported by the Pastoral Lead or a TA outside of the classrooms.

At the end of the Internal Exclusion, children are welcomed back to class and the child is supported to reintegrate by the class teacher. A restorative conversation will happen during the Internal Exclusion.

### **Behaviour outside of school premises**

Schools have the power to sanction pupils for misbehaviour outside of the school premises to such an extent as it is reasonable.

This may include:

- When taking part in any school organised or school related activity
- When travelling to or from school
- When wearing school uniform
- When identifiable as a pupil at the school
- When the behaviours may have repercussions for the orderly running of the school
- When behaviours pose a threat to another pupil or staff member
- When behaviours could adversely affect the reputation of the school

These behaviours will be investigated and sanctioned in line with the consequence triangle and measures outlined in this policy. Parents will be fully informed and asked to support outside of the school day.

## **Suspension and Permanent Exclusion**

The DfE guidance 'Suspension and permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' will be followed when issuing a suspension or exclusion. See this guidance for further detail.

Suspensions and exclusions will only be used as a last resort when all other approaches to behaviour management have been exhausted in order to ensure that pupils and staff are protected from disruption and can learn in a calm, safe and supportive environment.

The Headteacher has the responsibility for issuing suspensions for serious acts of misbehaviour. For repeated or very serious acts of misbehaviour, the Headteacher may also consider permanently excluding a child. This will also be considered if allowing the child to remain in school would seriously harm the education or welfare of other children or adults. The Headteacher will be guided by DfE and LA advice in exclusions. The Chair of Governors will be informed if either of these sanctions are used.

We believe positive behaviour is a joint responsibility between school and parents. If a child is at risk of receiving a suspension, their parents may be asked to come to school to support their child in making the right choices. Whilst the school recognises that this may be inconvenient for the parents, it is only by working together in partnership that a child's behaviour will improve. If a parent refuses to come to school to support their child, and the child continues to breach the behaviour policy or seriously harm the education or welfare of others, suspension may be used. The action the school took to prevent the suspension and the outcomes will be detailed on the school's recording systems.

When a significant incident occurs, staff complete an Incident Form and hand to the Headteacher within 24 hours. This form details the events, people involved and what action was taken. It also asks the staff member to reflect on what could be done differently in future or what support can be put in place to prevent a reoccurrence of behaviour. The Headteacher reviews each incident form and then the information is recorded on the school's information management system.

When a suspension or exclusion is given, parents will be notified immediately. School will also inform the Chair of Governors and the Local Authority. If the child has a social worker or is looked after, the school will also inform their social worker and the Virtual School Headteacher.

Learning will be provided for any suspension and for the first 5 days of a permanent exclusion.

A reintegration meeting will be held with a member of SLT, the parent and the child before the child returns to school following their suspension. This allows the child a fresh

start, makes the expectations clear and identifies any support the child may need to be successful. Parents are expected to engage with this process.

## **Use of reasonable force**

Reasonable – The following guidance has been issued by the DfE “The decision on whether to physically intervene is down to the professional judgement the teacher concerned. Whether the force used is reasonable will always depend on particular circumstances of the case. The use of force is reasonable if it is proportionate to the consequences it is intended to prevent. This means the degree of force used should be no more than is needed to achieve the desired result. School staff should expect the full backing of their senior leadership team when they have used force. ‘Reasonable in the circumstances’ means using no more force than is needed”. DfE May 2012

Restraint and Control “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”. DfE May 2012

The Governing Body will support staff if they have used reasonable force in a situation that necessitated it.

The school has a number of procedures which must be followed if physical intervention is deemed to be necessary by a member of staff.

- 1) A red triangle must be sent to the office as soon as is reasonably practical so that senior staff can help to manage whatever situation has arisen.
- 2) The Headteacher must be notified as soon as possible and always on the same day.
- 3) An Incident Form must be completed and passed to the Headteacher within 24 hours before being filed on the pupil record. These forms are available from the School Business Manager or on the Staff drive.

## **Discipline in schools – Teachers’ powers (DfE)**

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 91 of the Education and Inspection Act 2006)
- The power also applies to all paid staff (unless the HT says otherwise) with responsibility for pupils, such as teaching assistants
- Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits
- Teachers can also discipline pupils for misbehaviour outside school (Section 89 of Education and Inspections act 2006)
- Teachers have a specific legal power to impose detentions outside of school hours
- Teachers can confiscate pupils’ property when reasonable to do so
- Teachers can search a pupil with their consent for any item banned by the school. The Headteacher has the power to search pupils or possessions, without consent,

where they suspect the pupils to have knives, weapons, alcohol, illegal drugs or stolen items.

### **Allegations against a member of staff**

If an allegation is made against a member of staff, the Managing Allegations Policy will be followed. If the allegations are found to be false or malicious, disciplinary action will be taken against the pupil in consultation with the LA.

### **Staff induction, development and support**

The Behaviour Policy is shared with staff and volunteers as part of their induction process. The policy is updated and shared with all staff at the start of each academic year. Regular team meetings are held to ensure staff are fully trained to implement the policy. Key staff in school attend additional behaviour training in order to support other staff.

This policy will be reviewed annually by the whole school community.

## **APPENDIX :**

### **BANNED ITEMS**

This appendix must be read in conjunction with the DfE's guidance 'Searching, Screening and Confiscation – Advice for schools' July 2022

#### **Principles**

There are a broad range of items which, if brought into a school setting or, in the possession of a young person, could compromise the health and safety of the individual pupil, other members of the school community, including students, staff or visitors to the school.

The Governing Body has a duty under section 175 of the Education Act 2002 requiring them to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

This policy has been drawn up in accordance with DfE Guidance. This policy should be read in conjunction with the school's published Behaviour Policy, Safeguarding Policy, Uniform Policy and Health and Safety Policy.

#### **Prohibited items**

The DfE's 'Searching, screening and confiscation advice' is the foundation for this policy and it identifies prohibited items as:

- Knives or weapons(see definition below);
- Alcohol;
- Illegal drugs;
- Stolen items;
- Tobacco products;
- 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, or damage to the property of, any person (including the pupil);
- The Headteacher or designated member of the Senior Team can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

For the purpose of this policy, the definition of 'knife' in this document includes any bladed article including :

- Craft knife, Stanley knife, Swiss army knife, fishing knife, razors, kitchen knives etc. or any bladed item.

The term 'weapon' refers to any gun, including air rifles, BB gun, toy guns, crossbow, tasers, blow pipes, knuckledusters or any similar item and includes any item intended for the purpose of assault or defence.

The above is not an exhaustive list and could include other bladed items or weapons not specified above.

The policy is not constrained by the criminal definition of an offensive weapon but refers to any item which could cause harm, injury or distress to the holder or others, or which could be used to threaten, alarm, distress or intimidate others.

### **Unauthorised items**

In addition to the prohibited items identified and detailed in the DfE's 'Searching, screening and confiscation advice', there are a number of other items which could cause harm, distress or injury to pupils or persons or 'adversely affect good order and discipline of the school community'.

The Governing Body consider that the following items are inappropriate and should not be brought into school:

- Chains;
- Catapults;
- Lighters, matches;
- Tools (scissors, screwdriver, hammer, nails etc.)
- Pepper sprays and gas canisters;
- Any item fashioned to cause injury i.e. a sharpened stick, shard of glass;
- Laser pens;
- Dangerous chemicals (acids, hair dyes, bleachers, nail varnish remover etc.);
- Aerosol (including deodorant and hairspray);
- E-cigarettes/vapes;
- Stink bombs;
- Solvents;
- Chewing gum;
- Energy drinks;
- Super Glue;
- Needles (syringes if required for medical grounds should be kept in accordance with the pupil's own care plan and the school medical policy);
- Offensive material – pornographic, racist, homophobic, extremist material (in any medium);
- Rope, cable ties.

This is not an exhaustive list and the Headteacher may consider other items as inappropriate if they believe that the possession of the item is to cause harm, distress or injury to another.

### **Incidents outside school**

The above items are inappropriate and possession of such items in school, on the journey to and from school, on a school trip or any extracurricular activity – on or off the school premises – is unacceptable. The response to any pupil found with or believed to have possession of such items will be managed in accordance with the school Behaviour Policy.

## **Publication and awareness**

This Policy will be actively promoted to parents, staff and students by the use of:

- PSHE;
- School website;
- Assemblies;
- Individual pupil plans (where appropriate);
- Newsletters;
- Induction processes for new pupil admissions and new staff.

The school maintains a robust and comprehensive risk management of all legitimate items held for the purpose of pupils' education e.g. craft knives/scissors/kitchen equipment/science equipment/chemicals/tools etc. as required for the school's own teaching facilities. This includes classroom arrangements for maintaining a safe learning environment and for monitoring and checking items.

All dangerous chemicals and equipment held in school will be stored in accordance with the COSSH guidelines including those for education purposes and for the routine maintenance and cleaning of the school premises.

## **Consequences**

The school understands that pupils can make poor choices and that these choices may from time to time breach the above standards of expected behaviour, or a pupil may foolishly or unwittingly bring into school an inappropriate or prohibited item.

When considering the consequences of such an event, the Headteacher or designated member of the Senior Team will thoroughly investigate the circumstances and, if necessary, the Headteacher will suspend the pupil for a fixed term period whilst this process is underway.

When reviewing the appropriate response, the Headteacher will have regard to any likely consequences following from any breach including, safeguarding the pupil involved, impact on pupils, members of staff and the wider school community. In their deliberations the Headteacher will review:

- Motivation and intention;
- The specific item;
- Pupil awareness of the health and safety implications of the item in their possession;
- The pupil's own statement;
- Any threats or intimidation made referring to or using the item;
- Any mitigating circumstances e.g. victim or bullying;
- Frequency/repeated breaches;
- Manipulation/duress of the student by others;
- Vulnerability of the pupil;
- Any SEND the pupil may experience.

## **Responding to an incident involving prohibited or unauthorised items**

Staff have powers to search a pupil or their possessions for any items on the list if the pupil gives informed agreement. Reasonable force should only be used to carry out a search without the pupil's agreement if there are reasonable grounds to believe the pupil has an item from the prohibited list.

All screening, searching or confiscation will be carried out by the Headteacher or staff authorised by the Headteacher and in accordance with the DfE's 'Searching, screening and confiscation advice'

The item will be confiscated and locked securely in the school office. A photograph/photocopy of the confiscated item including a scale to illustrate the size will be taken. The pupil will be removed to internal isolation and given the opportunity to make a statement concerning their reasons for having this item in school. Parents will be contacted by telephone. If necessary, a suspension will be considered to give opportunity for the incident to be investigated by the Headteacher or member of the Senior Team including taking witness statements from other pupils and staff members.

The Headteacher will consider whether it is appropriate to inform the Police. For all incidents which involve the possession of a weapon, the police will be informed. In the event that the item has been used to intimidate, threaten or harm others, the police will be informed.

All searches will be recorded on My Concern.

## **Safeguarding response to incident involving banned items**

The Headteacher will always consider their safeguarding responsibilities arising from the discovery of a banned item and will make referrals as appropriate. The 'Searching, Screening and Confiscation' advice from the DfE will be followed at all times.

- If the incident is in relation to drugs, the Headteacher will refer to the school **Drugs Policy** and deliver the drugs to the police as soon as possible.
- If the item confiscated constitutes a safeguarding concern, e.g. possession of pornographic material, this must be reported in accordance with safeguarding procedures.
- If the item confiscated constitutes racist or extremist material, the school will make a referral to appropriate agencies and establish support to address these concerns.
- If the item confiscated was held for the purpose of self-harm, the school will make a referral to appropriate support agencies and consider making a safeguarding referral.
- The school will always consider a multi-agency approach to addressing wider needs including completing an Early Help Assessment with the family.

## **Consequences**

Following investigation, the Headteacher will consider an appropriate response to minimise further breaches and to support the pupil's continuation in school. This could include one or a combination of the following (in no particular order):



- Letter home;
- Family/school meeting;
- School-based sanctions;
- A period of internal isolation;
- Amended timetable;
- Restrictions on movement around school site;
- Suspension;
- Changing teaching groups or forms;
- Restorative conversation;
- Pastoral Support Plan;
- Behaviour contract;
- Referral to external support;
- Risk assessment;
- Managed move.

### **Suspension and permanent exclusion**

Permanent exclusion should only be used as a last resort, in response to a serious breach, or persistent breaches, of the school's behaviour policy; and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school'.