



Goostrey Community Primary School

## **GOVERNORS' STATEMENT of PRINCIPLES of BEHAVIOUR**

Adopted Summer 2020

To be reviewed Summer 2021

***Governing boards of maintained schools are required to publish a statement of principles of behaviour for their school. This statement is to be offered as guidance for the Head Teacher in composing a school's behaviour and discipline policy.***

The following statement has been approved by the Governors of Goostrey Community Primary School.

**High standards of behaviour promote effective learning; effective teaching and learning promote good behaviour. No child will be allowed to behave in a manner which adversely affects the learning opportunities of others.**

**We believe in a culture of inclusion, equality of opportunity and respect for all members of our community and in the importance of self-discipline and self-esteem. Discrimination in any form will not be tolerated. We recognise that children with specific emotional or behavioural needs will receive support to achieve the expected high standard of behaviour.**

**We view as essential, a system of rewards for good or improving behaviour and sanctions where standards fall below an expected level. Rewards reinforce and sustain good behaviour and encourage other children to behave well. Sanctions demonstrate that misbehaviour is not acceptable, demonstrate the disapproval of the school community and deter other children from similar behaviour. These rewards and sanctions must be applied consistently and fairly. However, it is recognised that the application of rewards and sanctions must have regard to the individual situation and the individual student and the Head Teacher is expected to use discretion in their use.**

**The School has an effective and easily understood behaviour policy, developed by the Headteacher through consultation with children and their parents or carers and the staff and governors. This policy will clearly state the school rules and the rewards and sanctions used.**

**We expect that children' behaviour will be monitored and the Behaviour Policy will be adhered to. This policy will be monitored through discussions and surveys with children and stakeholders.**

**Goostrey Community Primary School  
Behaviour Policy – UPDATED AUGUST 2020**

- The Behaviour Policy and behaviour guidelines have been adapted to reflect our response to COVID 19 and the unprecedented events of the past few months. While in essence the principles remain the same we have thought about behaviour in the context of home learning as well as how children may be affected when they return.
- Our risk assessment and action plan for full return reflects the new rules and routines necessary to reduce risk including:
  - following any altered routines for arrival or departure
  - following school instructions on hygiene, such as handwashing and sanitising
  - following instructions on who children can socialise with at school
  - moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
  - expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
  - tell an adult if you are experiencing symptoms of coronavirus
  - rules about sharing any equipment or other items including drinking bottles
  - amended expectations about breaks or play times, including where children may or may not play
  - use of toilets for their bubble
  - clear rules about coughing or spitting at or towards any other person
  - clear rules for children at home about conduct in relation to remote education
- rewards and sanction system where appropriate.

Our objectives are to:

- Ensure children understand any guidance from the DFE
- Reinforce the school rules and new behaviour guidance regularly and why we all have to follow it
- Ensure that all playing is supervised and carefully planned
- Remind children how to play together
- Remind and demonstrate to children how things are done at this school

- Help them to regain their identity and the culture and ethos that comes with it
- Reinforce messages of being one team
- The school's safeguarding policy has been reviewed and updated and our Code of Conduct for remote learning includes expectations of behaviour.

The Governing Board is responsible for setting general principles that inform the behaviour policy.

The Head teacher is responsible for developing the behaviour policy and deciding the standard of behaviour expected of children at the school and how that standard will be achieved, the school rules, rewards for good behaviour and any disciplinary actions for breaking the rules.

All staff are responsible for implementing agreed behaviour policies and procedures. Outstanding behaviour is only achievable if everyone takes responsibility and follows the expectations set out in this policy.

## **Aims**

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. Our values are built on mutual trust and respect for all. The school's behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has four, straight forward rules for everyone to follow:

- \* Always try your best
- \* Be friendly and polite
- \* Care for the others and the environment
- \* Work hard

Classes may also agree their own class specific protocols.

We treat all children fairly and apply this behaviour policy in a consistent way.

This policy aims to help children grow and develop in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The school rewards good behaviour, and this policy is designed to promote good behaviour.

All incidents of behaviour breaches will be recorded either in note form by the teacher, in the incident log by the Headteacher or on CPOMS. Individuals or specific cohorts may require additional procedures in place from time to time. These should be agreed by all relevant staff and recorded.

### **What Staff Expect from Children (children' contributions in italics)**

- arrive at lessons on time, ready to learn
- stick to the school and classroom rules* and procedures and *not disrupt the learning of other children*. Be fair and allow other children to work – *no shouting out or distracting others through silly behaviour*. Consider the needs of all the other people in the classroom
- follow instructions given by staff and other adults, in school, first time
- use appropriate and *polite* language and *use good manners - be kind and tell the truth*
- listen to others' ideas and work co-operatively
- tell the truth and learn from your mistakes
- care for the classroom and resources, respecting others' property
- value other individuals and their contributions to lessons
- lead by example creating a good role model for younger children in the school
- accept responsibility for your behaviour
- use ICT in accordance with school policy
- report to a teacher or other adult any bullying behaviour by others including bullying with the use of technology (cyber bullying)
- behave appropriately when out at play or lunchtime - *no rough or unfair behaviour*.
- be proud* to be an ambassador for the school.
- behave appropriately when outside school

### **What Children Expect from Staff (children' contributions in italics)**

- arrive at lessons on time
- plan and deliver good to outstanding lessons which engage and motivate you to achieve
- allocate sufficient time for each task
- be enthusiastic and develop positive working relationships with you and your peers
- celebrate the success of children in lessons, after school activities and assemblies *and recognise / praise good behaviour*
- encourage all children to contribute
- communicate both successes and concerns with parents
- have a well organised room
- mark or give feedback on work as soon as possible
- set homework appropriate for the age and abilities of each child
- adults employed by the school should never deal with incidents involving their own children*
- eliminate or control hazards which may cause you harm
- encourage good behaviour and address inappropriate behaviour
- be approachable and listen to you at appropriate times and always be fair
- always take seriously any complaints of bullying or inappropriate behaviour reported to them and *deal with issues as soon as possible. They should be fair and not jump to conclusions – listening to both points of view.*
- display your work

- set high expectations, clear boundaries and regularly agree classroom and behaviour expectations
- use rewards and, where necessary, sanctions consistently
- model the behaviours you wish to see and *treat children as they would want their own child treated in school*

### **What Staff Expect from their Colleagues**

- treat you with respect and follow the staff Code of Conduct
- work and co-operate with you for the overall good of the school community
- respect your values and individual beliefs
- treat all child and staff issues with the highest standards of confidentiality
- offer support when appropriate
- use ICT appropriately and in accordance with the school's Acceptable Use Policy
- be aware of and consider the possible implications for the school, colleagues when using social network sites

### **What Staff Expect from Parents**

- treat you and your colleagues with respect
- treat other parents, children and visitors to the school with respect
- behave responsibly whilst on school premises
- report any incidents of bullying including cyber bullying as soon as they are discovered so that the issue can be dealt with promptly by school staff
- ensure that their child arrives at school on time
- ensure that their child is dressed appropriately for school
- ensure that their child attends school regularly and contact the school in the event of an absence or lateness
- encourage their child to achieve their very best in school
- encourage their child to have high standards of behaviour in and out of school
- support the school's policies, strategies and guidelines for behaviour
- work with school staff to help their child accept responsibility for their behaviour and actions
- inform the school of any concerns or problems that may affect the child's work or behaviour and keeping school up to date with current contact information
- support their child's homework and other home-based learning activities
- support the school in its use of rewards and sanctions
- take some responsibility for the behaviour of their child
- discuss any issues of concern with the class teacher or Head teacher in a calm non-threatening manner
- consider the implications of posting information or comments on Social Network sites and the detrimental effect comments can have on individuals and the school as a whole (potentially harmful and unlawful)
- support the school's approach to e-safety which includes not uploading or posting to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute

### **What Parents Expect from Staff and other adults in the School**

- to take good care of your child ensuring their safety, happiness and wellbeing

- treat you with respect
- set high standards of work and behaviour for all children in their care
- encourage your child to do their best at all times
- deal promptly with any incidents of bullying regardless of whether your child is seen as either the bully or the victim
- impose sanctions consistently in accordance with this policy and the school system
- promote positive behaviour and reward such behaviour in accordance with this policy and the school system
- promote positive behaviour beyond the school gates and impose sanctions for inappropriate behaviour which reflects negatively on the school and its values
- discuss your child's actions with them and deliver appropriate action
- provide a balanced curriculum in order to meet the needs of each child
- keep you informed about general school matters, and your child's individual progress
- let you know if there are significant concerns about a child's work, attendance or behaviour
- support the child's homework and other home-based learning activities

### **Home School Agreements**

We ask parents to sign, a Home School Agreement that outlines the responsibilities of the parent and the school including those around behaviour and attendance.

### **Celebrating Success**

It is very important that praise and reward should have great emphasis. Children will achieve more, be better motivated and behave better, when staff commend and reward their successes rather than focus on their failure.

Praise has a reinforcing and motivational role.

It helps a child believe he/she is valued.

Praise, at our school is delivered in formal and informal ways, in public or in private; it can be awarded to individuals or to groups; it can be earned for the steady maintenance of good standards as well as for particular achievements.

At our school we regularly celebrate the success of all children in a variety of ways, this can be by:

- Praise – verbal and written as well as reward activities / events
- Sharing and celebrating success during lesson time and through the weekly newsletter
- Sharing and celebrating success in assemblies
- Stickers / house points awarded
- Certificates, shields and cups as appropriate

## **Sanctions and Consequences**

Although this school aims to focus on positives at all times, there are unfortunately occasions when a minority of children let themselves, the school and others down through their unacceptable or inappropriate behaviour.

We want children to take responsibility for their behaviour and will encourage children to do this and to reflect on their behaviour as appropriate.

Consistency is essential for children to understand what is expected of them and to avoid mixed messages. It is vital that children learn early on in life that there are always consequences for poor and unacceptable behaviour which undermine the positive atmosphere of our school community. It is essential that the adult dealing with behaviour issues follows up any actions promptly and fully and the class teacher informed.

There will always be an opportunity for both sides to explain what happened and to try and come up with a solution.

Where there has been a significant issue the individuals involved will meet with a mediator who will speak with them around the following questions:

- What happened?
- Who else has been affected by this?
- What can be done to prevent this happening again?

The 4 main school rules are discussed regularly in school, should they not be followed there is a clearly defined process for issuing sanctions.

Where possible children are issued with a verbal warning.

If the behaviour is very serious then our usual sanctions may be waived and the situation escalate. Parents / carers may be contacted at this point.

Serious incidents need to be treated on an individual basis and the circumstances investigated.

Sanctions are applied consistently by all staff, but with the provision for flexibility to take account of individual circumstances.

If behaviour results in physical or verbal abuse towards a child/adult the incident must be reported to a member of Senior Management Team both verbally and in writing.

Responses to inappropriate behaviour range from polite reminders to permanent exclusion, and are intended to:

- Provide clarity and consistency of suitable responses.
- Minimise disruption to others especially teaching and learning time as well as ensuring all children can play in a safe environment
- Provide every opportunity for children to correct their own behaviour, make sensible choices and prevent further sanctions being applied.
- Allow early involvement of parents, line managers, SENCO and support agencies.
- Do everything reasonably possible to avoid exclusion from school. When sanctions are applied, children should be helped to understand why what they have done is not acceptable.

If the behaviour doesn't improve then the Headteacher will become involved and she will decide what action is then appropriate. This may be loss of break / lunchtime, to allow the children to stand by her office and think about what has happened. It may also involve the parents / carers involved at this stage and a Behaviour Management Plan may be required.

The school uses a wide range of consequences for poor behaviour some of which are detailed below. Depending on the child's behaviour they may not go through all these steps and it is possible their actions might escalate them straight on to a Behaviour Management Plan or even exclusion

- Managed by the class teacher / range of classroom strategies e.g. names on board
- Loss of playtimes / lunchtimes to reflect on their actions
- Lunch with a senior leader or class teacher to reflect on their behaviour
- Discussion with senior leaders and / or the headteacher
- Record behaviour / incident / concern in teachers' notes, school log book and / or CPOMs
- Time out in another classroom or in a room with a senior manager
- **Behaviour report**, for individual children, completed by class teachers and information collated by the headteacher. Parents will be informed if their child is on behaviour report and the possible outcomes.  
The behaviour report will involve the child understanding what they need to do to behave appropriately in school and gain high scores. Four scores will be given throughout the day – before break, break after break, lunchtime and afternoon. Each score will be out of 10 – totalling 40. If a child receives totals of less than 20, over 5 consecutive days then they move on to a Behaviour Management Plan. Alternatively, if a child achieves a daily total of 38+ over a five-day period then the child will come off report. If a child goes on report more than three times in a term they will then move to a Behaviour Management Plan.
- **Behaviour Management Plan** instigated with parental involvement.

## **Behaviour Management Plans**

A child who presents with challenging behaviour, a medical condition which affects behaviour patterns or who has special educational needs may be the subject of a Behaviour Management Plan. Pupils may be on a BMP without being on behaviour report prior to the plan.

This plan sets out specific ways in which the behaviour is controlled whilst on school premises and during any off-site visit.

In such circumstances, parents will always be made aware of their child's Behaviour Management Plan and will be asked to contribute to the content and control measures implemented in an attempt to apply consistency of sanctions and rewards both in school and at home. Wherever possible and appropriate, the child concerned will also be involved in creating the Behaviour Management Plan. The plan will identify success criteria and any appropriate time limits.

If a child's behaviour continues to be an issue, then there may be more frequent meeting with parents / carers and outside agencies involved.

### **Fixed Term Exclusion:**

A fixed term exclusion is when a child is not allowed on the school site for a stated period of time.

Most fixed term exclusions are for less than 5 days, so the child does not miss too much schoolwork. If the exclusion is for more than 5 days, then the school must provide full-time education somewhere else from the sixth day.

Fixed term exclusion does not have to be for a continuous period.

If a pupil is given more than 45 days fixed term exclusion in any one school year, the exclusion automatically becomes permanent.

The school will inform you straightaway about the exclusion. We will do this by phone or in person. We will then put the details in writing either by email, if this is not acknowledged by the family we will then post the details to the home.

These details will include:

- the reasons for the exclusion
- the start and end date of the exclusion
- arrangements for continuing education
- information about your rights

We will set work for your child to do at home.

When the child comes back to school at the end of the exclusion period, we will arrange a 're-integration meeting' with the family to discuss next steps. It may be appropriate at this point to refer to other support agencies.

### **Lunchtime Exclusions**

Pupils who misbehave at lunchtime may be excluded just for the lunch period. Each lunchtime exclusion counts as half a day. Lunchtime exclusions should never continue indefinitely. Once the number of days of exclusion reaches 45, the exclusion automatically becomes permanent.

If a pupil is entitled to free school meals the school will provide a packed lunch.

### **Permanent Exclusion**

The final action will be a permanent exclusion and a managed move to another school, if the child's behaviour continues to be a major concern, with no signs of improvement and as such a risk to others.

In exceptional circumstances permanent exclusion may be considered for a first or 'one off' offence.

These may include:

- Serious actual or threatened violence against another child or a member of staff;
- Sexual abuse or assault;
- Supplying an illegal drug;
- Carrying an offensive weapon;
- Serious deliberate damage to school property

The school will always follow Cheshire East protocol for all exclusions.

The Headteacher reserves the right to talk with all children and investigate appropriately any incidents that happen in the school, at any point during the process.

### **Screening, Searching and Confiscation**

The school follows Government advice when confiscating items from children which is outlined in their document "Screening, Searching and Confiscation – Advice for Head teachers, Staff and Governing Bodies – April 2012 (A copy of this document is available from the school on request or to download from the DfE Website).

The following items are what are termed 'Prohibited Items' and their presence on school premises or if found on an individual child will be considered extremely serious:

- Knives
- Firearms/weapons
- Illegal drugs
- Alcohol
- Fireworks / lighters/matches
- Tobacco and cigarette papers and Vapes
- Pornographic images
- Stolen items
- Any article that the member of staff (or other authorised person) reasonably suspects has

been, or is likely to be, used:

- i) to commit an offence,
- ii) to cause personal injury to, or damage to the property of, any person (including the child)

Head teachers and authorised staff 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.

Children must not bring any of the items listed above on to school premises. The school will automatically confiscate any of the 'prohibited' items and staff have the power to search children without their consent for such items.

There will be severe penalties for children found to have 'prohibited' items in school. In certain circumstances this may lead to permanent exclusion.

- Mobile phones / electronic devices / smart watches may be placed, on silent, in school bags but must not be brought out of bags at any time during the school day – in accordance with Personal Technology Policy
- Jewellery should be in accordance with the school uniform guidelines

## **Child Conduct and Misbehaviour Outside the School Premises**

### **What the Law Allows**

Teachers have a statutory power to discipline children for misbehaving outside of the school premises.

Section 89(5) of the Education and Inspections Act 2006 gives Head teachers a specific statutory power to regulate children' behaviour in these circumstances "to such extent as is reasonable."

Subject to the school's behaviour policy, the teacher may discipline a child for a misbehaviour when:

- taking part in any school-organised or school-related activity
- travelling to or from school
- wearing the school uniform
- in some other way identifiable as a child at the school.
- or misbehaviour at any time, whether or not the conditions above apply, that:
- could have repercussions for the orderly running of the school or
- poses a threat to another child or member of the public or
- could adversely affect the reputation of the school.

A child can only be disciplined on school premises or elsewhere when the child is under the lawful control of the staff member.

### **Out of School Behaviour**

This school is committed to ensuring our children act as positive ambassadors for us. Taking the above into account, we expect the following:

- Good order on all transport (including public transport) to and from school, educational visits or other placements.
- Good behaviour on the way to and from school.
- Positive behaviour which does not threaten the health, safety or welfare of our children, staff, volunteers or members of the public.
- Reassurance to members of the public about school care and control over children in order to protect the reputation of the school.
- Protection for individual staff and children from harmful conduct by children of the school when not on the school site.

The same behaviour expectations for children on the school premises apply to off-site behaviour.

### **Sanctions and Disciplinary Action – Off-site Behaviour**

Sanctions may be given for poor behaviour off the school premises which undermines any of the above expectations and regardless of whether or not it is an activity supervised directly by school

In issuing sanctions, the following will be taken into account:

- The severity of the misbehaviour.
- The extent to which the reputation of the school has been affected.
- Whether children were directly identifiable as being members of the school.
- The extent to which the behaviour in question could have repercussions for the orderly running of the school and/or might pose a threat to another child or member of staff (e.g. bullying another child or insulting a member of staff).
- Whether the misbehaviour was whilst the child taking part in a course as part of a school programme, participating in a sports event (and in any situation where the child is acting as an ambassador for the school) which might affect the chances or opportunities being offered to other children in the future.

The Headteacher reserves the right to talk with children and investigate appropriately any incidents that could potentially threaten the reputation of the school or cause ongoing distress to children in school.

## **Child Support**

We aim to support all our children to ensure that every child succeeds during their time at Goostrey Primary School. Where it becomes clear that a child is having on-going difficulties in managing their behaviour, there are a wide range of strategies which can be used to support children.

These may include specialist advice and support plans and increased communication between home and school.

## **The Use of Reasonable Force**

In order to maintain the safety and welfare of our children, it may sometimes be necessary to use reasonable force on a child, as permitted by law.

The Governing Board have taken account of advice provided by the DfE - Use of reasonable force: advice for head teachers, staff and governing bodies and the school's public sector equality duty set out in section 149 of the Equality Act 2010.

Force is generally used for two different purposes, either to control children or to restrain them.

Control can mean either passive contact (standing between two children or blocking a child's path) or active physical contact (leading a child by the hand or arm, ushering a child away by placing a hand in the centre of the back).

All members of school staff have a legal power to use reasonable force. This power also applies to people whom the Head teacher has temporarily put in charge of children such as unpaid volunteers or parents accompanying children on a school organised visit.

Any use of force by staff will be reasonable, lawful and proportionate to the circumstances of the incident and the seriousness of the behaviour (or the consequences it is intended to prevent).

Reasonable force will be used only when immediately necessary and for the minimum time necessary to achieve the desired result and in order to prevent a child from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the school or among any of its children, whether that behaviour occurs in a classroom or elsewhere.

Force will never be used as a punishment.

Whether it is reasonable to use force and to what degree, also depends on the age and

understanding of the child and whether they have Special Educational Needs or disabilities. Medical advice will always be sought about the safest way to hold children with specific health needs, special educational needs and disabilities.

### **Action as a result of Self-defence or in an Emergency**

All staff including teaching assistants, lunchtime supervisors, admin staff and the site management have the right to defend themselves from attack, providing they do not use a disproportionate degree of force to do so. Similarly in an emergency, if for example, a child was at immediate risk of injury or at the point of inflicting injury on someone else, any member of staff is entitled to intervene.

A volunteer helping in school would not be expected to work with a child who is known to need physical restraint as indicated in their Behaviour Management Plan / Risk Assessment

### **Circumstances in which reasonable force might be used**

Circumstances in which reasonable force might be used include the following:

- Children found fighting will be physically separated.
- Children who refuse to leave a room when instructed to do so may be physically removed.
- Children who behave in a way which disrupts a school event or a school trip or visit may be physically removed from the situation.
- Restraint may be used to prevent a child leaving a classroom where allowing him or her to do so would risk their safety or lead to disruptive behaviour. This may also include leading a child by the arm out of a classroom.
- Children at risk of harming themselves or others through physical outbursts will be physically restrained.
- In order to prevent a child from attacking a member of staff or another child
- To prevent a child causing injury or damage by accident, by rough play, or by misuse of dangerous materials or an object

### **Power to Use Reasonable Force when Searching Without Consent**

In addition to the general power to use reasonable force, the Head teacher and authorised staff can use such force as is reasonable given the circumstances to conduct a search for 'prohibited items'.

### **Informing Parents when Reasonable Force has been used**

In accordance with current good practice, the school will speak to parents about serious incidents involving the use of force and will record such serious incidents.

In making a decision about informing parents, the following will be taken into account:

- The child's behaviour and level of risk presented at the time of the incident.
- The degree of force used.
- The effect on the child or member of staff concerned and
- The child's age.

Immediately following an incident where force has been used the Head teacher will be informed and a report written.

The following must be recorded:

- Name/s of child /s involved
- . When and where the incident took place
- . Names of a witnesses
- . The reason the force was necessary
- . Details about the incident : details of the child's behaviour / what was said and actions / steps to diffuse the situation and details of force used.
- . Child /s response and outcome of incident
- . Details of any injury and /or damage to property

Details of serious incidents will be reported to the Chair of Governors

Serious incidents can create upset and stress for all concerned. After the incident ends it is important to ensure all staff and children are given first aid treatment for any injuries. Emotional support may also be necessary. Where required, immediate action will be taken to access medical help for any injuries that go beyond basic first aid.

The school will then make a decision about how and when to contact the parents of the child to engage them in discussing the incident and setting out subsequent actions. After the incident the Head teacher and/or other staff will:

- (a) ensure the incident has been recorded
- (b) decide whether multi-agency partners need to be engaged and, if so, which partners
- (c) hold the child to account so that he or she recognises the harm caused or which might have been caused. This may involve the child having the chance to redress the relationship with staff and children affected by the incident. It may also mean the child is excluded.
- (d) help the child develop strategies to avoid such crisis points in the future and inform relevant staff about these strategies and their roles
- (e) ensure that staff and children affected by the incident have continuing support as long as

necessary in respect of:

- physical consequences
- emotional stress or loss of confidence
- analysis and reflection of the incident

## **Follow up**

In many cases there will be a follow-up meeting of key personnel to discuss the restraint incident and review the Behaviour Management Plan or other plans for children. It might also be appropriate to review the whole school behaviour policy.

### **Other Physical Contact with Children**

This school does not operate a 'no touch policy'. There are occasions when physical contact, other than reasonable force, with a child is proper and necessary.

Examples –

- Holding the hand of the child at the front/back of the line when going to assembly or when walking together around the school
- When comforting a distressed child
- When a child 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 administer first aid
- To apply sunscreen to the arms, face or lower legs of very young children or those with special educational needs who might struggle to apply it appropriately themselves

### **Bullying**

According to the DfE document 'Preventing and Tackling Bullying – Advice for Head teachers, staff and Governing Bodies, bullying may be defined as:

"Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally".

Specific types of bullying include those relating to:

- race, religion, culture or gender
- SEN or disabilities
- appearance or health conditions
- sexual orientation
- young carers or looked after children or otherwise related to home circumstances
- sexist or sexual bullying.

It can take place between children, between children and staff, parents and staff or between staff by individuals or groups face-to-face, indirectly or using a range of cyber bullying methods.

Acts of bullying can include:

- name-calling

- taunting
- mocking
- making offensive comments
- kicking
- hitting
- pushing
- taking belongings
- inappropriate text messaging and emailing
- sending offensive or degrading images by phone or via the internet e.g. via Social Networking sites
- producing graffiti
- gossiping
- excluding people from groups
- spreading hurtful and untruthful rumours.

Cyber bullying can be defined as the use of information and communications technology particularly mobile phones and the internet, deliberately to upset someone else. Cyber bullying that occurs while children are under the school's direct supervision will be dealt with in line with this Policy

In cases where cyber bullying occurs while children are outside our direct supervision (i.e. at home), parents will be encouraged to report these incidents to the police as criminal laws (such as those pertaining to harassment, threatening and menacing communications) may apply. School will intervene if the cyber bullying is having repercussions in school posing a threat or distress to children and/or adversely affecting the reputation of the school.

Bullying in all its forms is wrong and is wholly unacceptable in our school.

**We aim to:**

Deal with all forms of bullying promptly and effectively.

To provide a caring, safe environment, where children feel relaxed and secure and can learn comfortably, realising their potential.

To create a sense of trust, where children feel able to tell an adult if they feel intimidated, knowing what they disclose will be treated sensitively and with respect. Our school has a sound moral framework, reinforced through lessons and assemblies.

Bullying is often addressed through lessons, discussions and in assemblies. The children's spiritual, moral, social and cultural development permeates throughout the school. British values are discussed and promoted.

- Staff must be seen to be firm but fair when dealing with disputes between children, or bullying incidents.
- When bullying arises, matters will be dealt with in an open manner, this will make it clear that the victim is being supported, the perpetrator

understands their behaviour is unacceptable and that everyone is responsible to report any bullying of which they are aware.

- We need to consider both the victim and the perpetrator: children who are bullying need to learn different ways of behaving.
- Where necessary, the school works in partnership with the parents/carers of the child/children involved, to gain their support and help in resolving the problem.
- All children are strongly encouraged to report all incidents of bullying whether as a victim or a witness.
- Children will be asked their views on safe places in school and will be involved in regular surveys, reflection sheets and discussions.
- School promotes a variety of ways for children to make staff aware of concerns. We have a dedicated, school, mobile phone for safeguarding (number in children' toilets) and there are worry boxes on both sites and thought catchers in all classrooms; children are reminded where these are as well as key people to see in school. There is a dedicated pastoral worker employed. In certain circumstances children will be encouraged to keep an informal record, for example a diary.
- Appropriate behaviour management training for individuals, groups or whole school will be available as appropriate.
- The teaching staff and/or mid-day supervisors deal with minor bullying incidents. Those occurring during the mid-day break should be reported to the teachers concerned. Further action may be taken if necessary. Where bullying continues, the Headteacher must be informed.
- Serious incidents will be recorded on CPOMs and the Chair of Governors informed.
- As a last resort, the school Governors may exclude a child who continues to display unsociable, aggressive behaviour.

All steps in the detailed procedure set out above are subject to the exercise of professional judgement on the part of the school staff.

All incidents or allegations of bullying should be promptly reported to the class teacher of the children involved.

This applies if parents/guardians are concerned that their child may be being bullied, if their child may be the perpetrator of bullying or if they are witness to or become aware of bullying at school.

### **All Staff**

All staff will intervene to prevent an incident of bullying.

All incidents or allegations of bullying witnessed by or reported to a member of staff should be noted by that member of staff. Bullying incidents and allegations will be included in the school incident book which is kept in the Head's office or reported on CPOMs

Class teachers must always be informed of any bullying incidents that involves children in their class.

### **Governors**

All incidents or allegations of bullying reported to a member of the Governing Board will be promptly reported to the class teacher of the children involved.

### **Class Teacher**

The role of the class teacher is key to the effective resolution of incidents and allegations of bullying.

All incidents or allegations of bullying witnessed by or reported to the class teacher by a parent or Governor should be logged by the class teacher / headteacher and may be placed on CPOMS.

### **Investigating allegations of bullying**

The class teacher will take a calm, problem-solving approach when dealing with allegations of bullying.

In this connection he or she will:

- Interview separately each alleged victim
- Interview separately each alleged perpetrator
- If appropriate seek witnesses and/or corroborating evidence
- Seek to determine if there are any other victims or perpetrators involved.

All interviews will be conducted with sensitivity and with due regard to the rights of those concerned. The class teacher may involve the Headteacher at any stage in this process.

### **Response to bullying incident(s)**

The class teacher will:

- Provide counselling and support for the victim
- Explain to the perpetrator that their conduct has been unacceptable, invoke appropriate sanctions and seek to help the children concerned change their behaviours.
- Seek to ensure that the victims and the perpetrators are fully integrated into the class.

Where there is more than one perpetrator the class teacher will meet with each separately, they may also meet with the group collectively.

The class teacher may invite the parent of the victim(s) and or perpetrator(s) to the school to discuss the issue, particularly if their child is repeatedly involved.

The class teacher may involve the Headteacher at any stage of this process.

### **Child Record**

In exceptional circumstances, usually involving exclusion, repeated incidents or violent behaviour, an entry may be made in a child's school record.

### **Notification**

As part of the open ethos of the school, the Headteacher may inform parents/guardians that an incident of bullying has occurred and steps being taken to deal with the matter.

### **Monitoring**

Annual anti-bullying surveys completed by children throughout the school, followed up by class teachers and any concerns reported to the Headteacher

All incidents and allegations of bullying will be recorded by the appropriate member of staff and may be placed on CPOMS

The Headteacher will regularly review behaviour and bullying records CPOMS and monitor effectiveness of actions. This may involve meeting with the parents/guardians of the perpetrator(s) and or victim(s) and consultation with external support services.

The Headteacher will regularly report to the Governors on the effectiveness of the school's strategy for combating bullying. Any significant incidents that have arisen since the last review will be reported as will the recent entries on CPOMS.

As part of Cheshire East Council's commitment to tackle bullying (a form of peer abuse), a multi-agency group has developed a new online resource, the Bully-Free Cheshire East webpage.

[http://www.cheshireeast.gov.uk/children\\_and\\_families/family\\_information\\_service/bully-free-cheshire-east/bully-free-cheshire-east.aspx](http://www.cheshireeast.gov.uk/children_and_families/family_information_service/bully-free-cheshire-east/bully-free-cheshire-east.aspx)

The primary purpose of the webpages is to provide information for parents to support their child if they are experiencing bullying at school or in the community. There are links to paperwork and vignettes outlining the key actions parents should and should not take, to enable incidents of bullying to be dealt with as swiftly as possible.

Providing accurate, accessible information to parents will help them firstly identify if the problem is bullying (there is a clear definition to assist with this) and secondly, to work with the school in a co-operative, non-confrontational way.

### **Behaviour of Parents/Carers and Other Visitors to the School**

Goostrey Primary School encourages close links with parents/carers and the community.

We believe that children benefit when the relationship between home and school is a positive one.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the school. However, on the very rare occasion when a negative attitude towards the school is expressed, this can result in aggression, threatening behaviour, written, verbal and/or physical abuse towards a member of the school community.

Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated.

Our school expects and requires staff to behave professionally in these difficult situations, and to attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of the school community (including other parents/carers and visitors) have the right to visit and work without fear of violence and abuse, and the right in an extreme case, of appropriate self-defence.

We expect parents/carers and other visitors to behave in a reasonable way towards other members of the school community.

This Policy should be read in conjunction with the following school policies and procedures:

- Special Educational Needs Policy
- Health and Safety Policy
- Admissions Arrangements
- Complaints Procedure
- Equality Scheme and Statement
- Child Protection Policy including Whistleblowing Procedures
- E-Safety Policy
- Home School Agreement

## **APPENDIX 1 – Behaviour Policy summarised by the children of Goostrey School**

### **Behaviour:**

**Issues should be dealt with immediately.**

**Good behaviour does not have to be celebrated, children should do it anyway. However, it is nice for good behaviour to be recognised.**

**School rules are important, to guide us as how to behave.**

**Staff should:**

Be fair shouldn't jump to conclusions and not over-react. They should listen to both points of view. They should be as discreet as possible. This should apply to all staff including mid-day assistants.

Expect all children to be respectful

Treat children as they expect to be treated.

Should be polite.

**Children should:**

Be kind

Include other children in their activities

Show manners and be polite

Stick to the school rules

**Bullying:**

Assemblies should be termly to remind children who to go to and consequences of bullying. It is important that children have reminders about bullying and teachers in class should also reinforce this.

Anti-bullying posters should be displayed round school

Thought catchers should be in every classroom. The main worry/suggestion boxes in school are for big worries to go straight to Miss Atkins.

Bullying should always be treated seriously.

In some instances, the teacher should deal with it first, and if it carries on it should go to Miss Atkins.

Middays are very important. They should be told of bullying issues and monitor bullying closely on the playground. They should report back to teacher.

After a bullying incident the teacher should review the situation with victim and bully. There should be a member of staff for that purpose and for children to go to for support.

Keeping safe surveys should be completed as well as reflections sheets - in separate small groups if possible so children are able to complete them privately.

**Our school – what do we want it be like?**

A friendly and happy environment. A school where people care for each other. A safe and happy place to be. A school where all children respect each other and older

children act as good role models so younger children look up to them. A place where children are confident and inspired.

### **Follow the rules:**

- Always try your best
- Be friendly and polite
- Care for others and the environment
- Work hard

### **How should we behave and why?**

Behave to others as we would want them to treat us. Tell the truth. Follow the school rules. Be nice and respect each other. Work hard with friendships. Respect each other and forgive. Don't tease each other. Look after our friends and try not to fall out. Be nice to each other, even those outside your closest circle of friends.

### **What happens if we behave well and stick to the rules?**

House points, marbles in the jar, stickers, certificates, extra break, Star of the Day and free dress down day, Star of the Week, praise from others.

### **What happens if we don't behave well?**

Warnings and name on the board; miss break times. Miss Atkins is involved if it is more serious. School communicates with parents.

### **Why do we need this policy and why is it important to us?**

So people are happy and safe, it is important that there is a policy to protect us. To help us understand bullying. So we know what we can do about bullying. So bullying is dealt with.

### **What we think bullying is.**

Day after day. Hurting someone (physical or with words). Lots of different ways we can be bullied – constant. Hurting with words. Cyber bullying.

### **What we can do to stop bullying at Goostrey School**

Listen to both sides. Teachers sort things straight away. Suggestion and worry boxes as well as surveys and talking. Posters with information on. Talk to friends. Work with parents and families. Treat it seriously. Mobile phone in school for concerns – number in all toilets.

### **What can we do if we feel we are being bullied?**

Tell a teacher or Miss Atkins. Tell our families. Speak to the bully. Worry boxes or thought catchers or surveys / reflection sheets. Talk to friends. Text the school safeguarding phone.

### **What can we do if we feel someone else is being bullied?**

Tell the teacher. Put a note in the Thought Catcher or School Worry Box or on surveys / reflection sheets. Talk to the person. Talk to the bully. Never join in or support the bullies. If someone else tells us they are being bullied we should tell an adult so we can help them.

### **What we should promise to do.**

Don't keep things to yourself.  
Never get involved in bullying.  
Respect and look after each other.  
Think about what we're saying before we say it.  
Keep yourself safe.

### **Does this include everyone?**

Yes.

### **Is our behaviour system for all the time?**

We should try and behave well at all times whenever we are wearing the Goostrey School uniform, this includes school trips, playtimes, afterschool clubs, lunchtimes, when representing the school at different functions, walking to and from school. It also includes residential visits or school events when we may be out of uniform or non-uniform days.

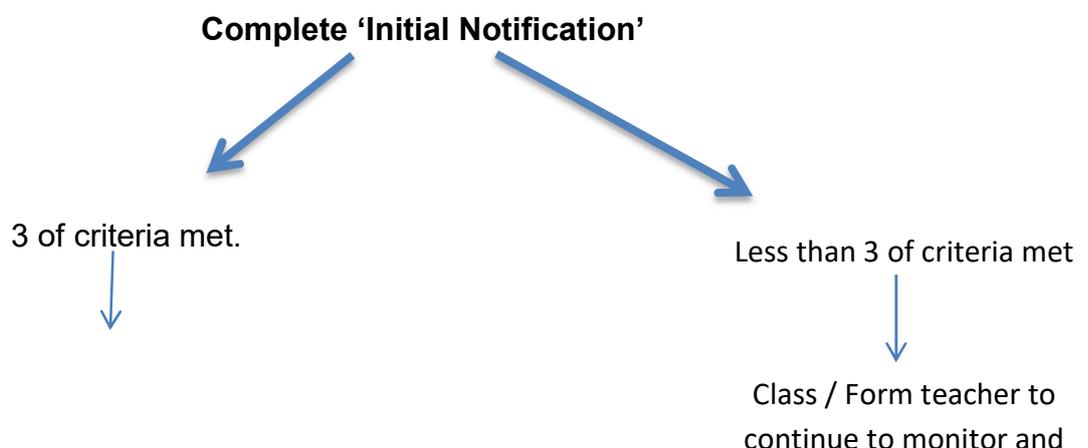
### **How will we know if the policy is working?**

Not have any bullying. Happy children. Results of surveys. Good, safe atmosphere in school.

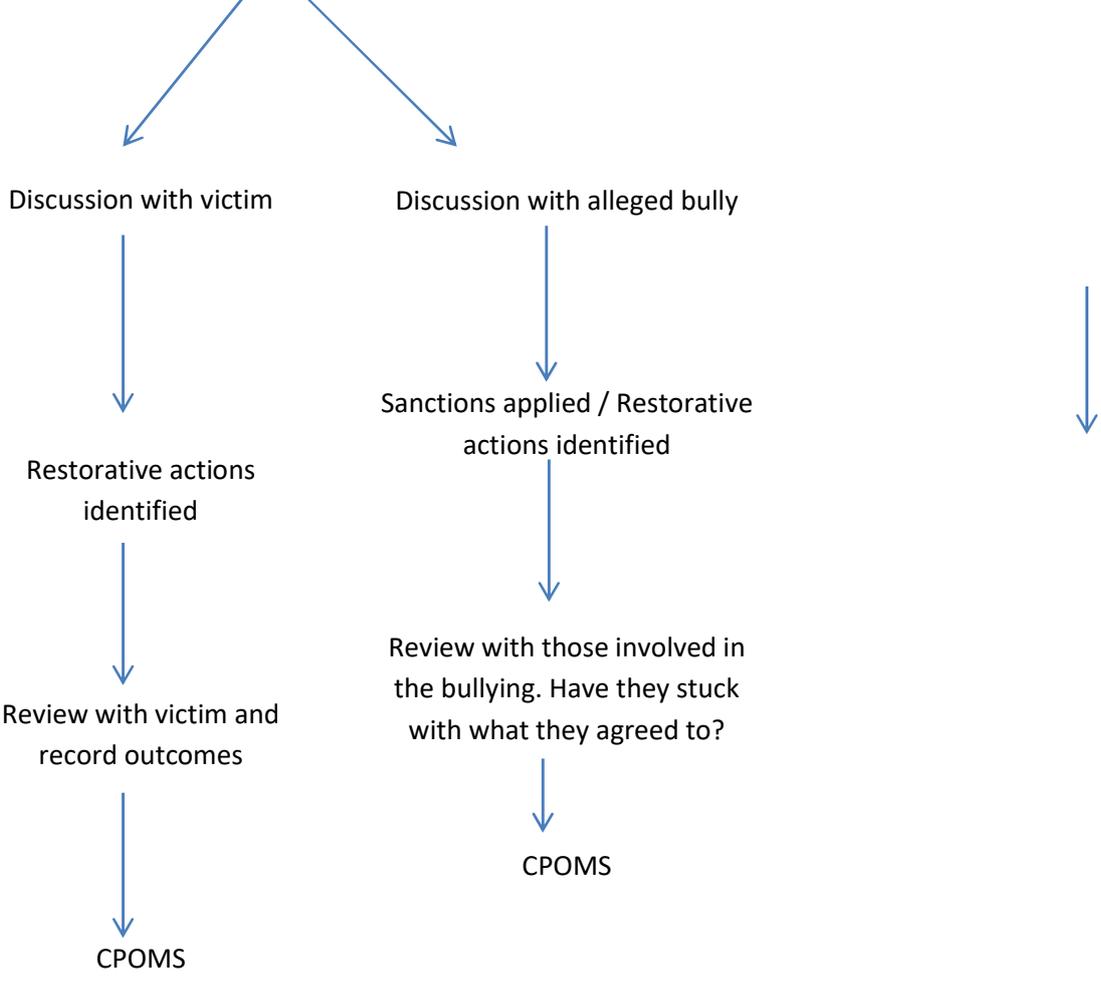
## **Bullying Incident – Process**

### **Criteria to indicate a bullying incident has taken place.**

- the victim is targeted by an individual or group on a regular basis
- there is intention to harm or humiliate ( harm can be physically and emotionally)
- there is a power imbalance, the victim is fearful of those targeting him or her



Investigate with DSL / KS Manager / Head



Name of victimised student:		Class/Year Group	
Name of person completing this form:	Role:	Date of Concern:	Time of concern:
Nature of concern:		Who reported the incident?	

Detail of incident/s: *What has happened?*


Criteria for bullying:

*Tick all that apply*

Repeated negative behaviours towards this individual

Intention to harm / humiliate

The individual feels unable to defend himself / herself

**If criteria not met, refer to school behaviour policy and offer support to both parties**

**For Completion by Designated Lead:**

Agreed actions with basis for decision (is this bullying or peer conflict)?

By whom

By when


Signature of Designated Lead:

Date when actions are to be reviewed:

Parent/Carer Informed

Date:

By:

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