



**St Edward's Church of England Academy –
part of the Unity Schools Partnership**

BEHAVIOUR POLICY

Adopted by St Edward's Church of England Academy:	1 st September 2021
Review:	1st September 2022

St Edward's Academy Behaviour Policy

Aims

At St Edward's Church of England Academy, it is our primary aim that every member of our community feels valued and respected, and that each person is treated fairly and well within a climate of mutual trust and respect. St Edward's Academy is founded on Christian values and we exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

Our mission is to ensure that every student is enabled to be the very best that they can be. This is achieved within a climate of high expectation in every aspect of school life. Of course, these ideals begin with the adults and teachers working in the school. For this reason, it is incumbent upon all staff to model these high expectations relentlessly and at every opportunity. The mnemonic **HOPE** is how we demonstrate and communicate what we expect of all in our school community: humanity, optimism, perseverance and excellence.

Objectives

- to ensure the school is a safe and supportive environment for all
- to ensure that all members of the school community are shown respect and show respect for others, in line with our Equalities Objectives
- to enable all students to develop into independent and resilient learners who take responsibility for their own progress and achievement and understand their responsibilities to behave in ways which allow everyone to learn and achieve their best
- to proactively educate our whole school community in how to behave safely, legally, respectfully and kindly for life, in line with our HOPE values
- to encourage a positive approach to behaviour by good example and praise and reward for good behaviour
- to ensure that the environment, curriculum, and other factors within the Academy's control are monitored to promote good behaviour
- to ensure that where behaviour falls short of accepted standards, procedures are followed and sanctions are applied fairly and consistently

As a community it is essential that we recognise that this policy must apply to the behaviour of all its members and to all adults (teachers, other staff, parents/ carers and visitors) as well as to our pupils. Only by example can we teach and demand good standards of behaviour from those whose education is entrusted to us.

The development of excellent relationships and high levels of trust are crucial to creating the conditions in which positive attitudes prevail. All staff must adopt our agreed school-wide, clear and concise discipline and rewards procedures.

Our teachers are provided with clear guidance on Modelling Good Behaviour and Professional Standards and this aspect of our work is carefully monitored through rigorous and proactive leadership.

This policy should be read in conjunction with the St Edward's Church of England Academy Behaviour Management Procedures which explains fully the consequences and procedures that result from behaviours – both positive and negative.

Code of Conduct and Classroom Rules

The school rules are enshrined in our Code of Conduct. The Code of Conduct should be followed at all times while on the school premises, when representing the school externally or while in our school uniform (including travelling to and from school). Unacceptable behaviour (defined below) breaks the Code of Conduct and is against the school rules.

Code of Conduct

Teachers are expected to enforce the Code of Conduct at all times in lessons and around the school. Similarly, parents are expected to support the school and their children in meeting these expectations. There is a system of rewards to recognise where students consistently meet our expectations and sanctions will be applied where these expectations are not met.

Humanity	I will be respectful of difference and diversity. I will consistently show thoughtfulness to others. I will behave safely at all times. I will treat everyone and everything with respect.
Optimism	I will show zest and curiosity, I will have a thirst for knowledge and skills and be a valued member of the community. I will believe that we can all learn and contribute to making the world a better place. I will participate fully in lessons and learning opportunities.
Perseverance	I will attend school every day on time and be on time for my lessons. I will strive to reach my goals. I will be resilient, independent and positive in finding ways to overcome any barriers to my success. I will demonstrate a commitment to success.
Excellence	I will aspire and strive to excellent in all that I do. I will consistently have a positive impact on other people and do my best at all times I will be proud of myself, my school, my work, my appearance, my friends and my family. I will be proud of my history and my environment. I will be a role model to other young people.

Conduct on the School Site and beyond the school gate

- Treat everyone and everything with respect
- Use your best manners at all times
- Move calmly and sensibly around the site
- Full uniform is worn correctly at all times – outdoor clothing must be removed inside the buildings
- Keep your hands, feet and any objects to yourself.
- **Do not touch anyone** without their consent.

Classroom Rules

- Arrive equipped to learn
- Follow the seating plan
- Listen respectfully
- Speak, not to dominate but to participate
- Make a positive contribution
- Do your very best in every lesson

Unacceptable behaviour includes:

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes, including persistent disruptive behaviour
- Bringing into the school any harmful or illegal substances (including tobacco, e-cigarettes and other drugs, fireworks, matches and lighters). This includes any items related to the supply or consumption of illegal or harmful substances.
- Bringing onto the premises any type of weapon, in particular any type of knife (including small penknife etc) or any type of gun (including imitations) or any item intended to be used as a weapon (for example, scissors, belt etc).
- Behaviour which places students or staff at risk and breaches Health and Safety.
- Acting to bring others onto or near the school premises as a means of intimidating or being violent towards members of the school.
- Having mobile phone(s) or electronic devices which are not off and out of sight at all times on the school premises.
- Bullying (including Cyber Bullying, Bullying via Social Network sites, etc).
- Breaches of the school's Equal Opportunities Policy.
- Failing to follow the instructions of members of staff.
- Any form of sexual, physical or verbal abuse, as defined by the school.
- Deliberate damage to property or the school environment.
- Smoking on the premises or in the locality of the school.
- Theft (including demanding money with menaces).

- Being involved in gang related activity.
- Any form of sexual harassment or sexual violence (see Appendix for definition).
- Bringing into school any item which symbolises membership of a gang or involvement in gang related activity.
- Any behaviour which is considered to be outside of the care and control of the school
- Dropping litter.
- Chewing gum.
- Eating food outside of the canteen area.
- Wearing outdoor clothing (hats, gloves, scarves, coats) inside the building.
- Bringing the school into disrepute.
- Persistent breaches of school uniform policy
- Going off site without permission.

This list is not exhaustive and there will be other forms of behaviour which are sanctioned.

Sexual Violence and Sexual Harassment

At St Edward's Church of England Academy, there is a zero-tolerance approach to sexual violence and sexual harassment. This is never acceptable and will not be tolerated. We do not pass off any sexual violence or sexual harassment as "banter", "just having a laugh", "part of growing up" or "boys being boys" etc, as this can lead to a culture of unacceptable behaviours and an unsafe environment for children, young people and staff.

We will not tolerate verbal abuse, which includes name-calling and sexist comments.

Sexist comments are those which discriminate based on sex, particularly against women.

Sexism also includes behaviour or attitudes that create stereotypes of social roles based on sex.

Definitions of sexual violence, consent and sexual harassment are taken from 'Sexual violence and sexual harassment between children in schools and colleges: advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads' (September 2021) and are appended to this behaviour policy.

Misconduct: Exams

Serious breaches of exam regulations including plagiarism will be investigated, reported to examination boards and lead to school sanctions being applied up to and including permanent exclusion.

Power to Discipline beyond the School Gate

The Headteacher has the power to discipline beyond the school gate, and this covers the school's response to bad behaviour off the school premises which is witnessed by staff or reported to the school. This could include poor behaviour:

- on a school trip or activity organised by the school
- on the way to or from school
- when wearing school uniform
- when identifiable as a member of the school

The Headteacher's powers are also extended to poor behaviour at any time, whether or not the above conditions apply, when the behaviour could:

- have repercussions for the orderly running of the school
- pose a threat to another student or member of the public
- adversely affect the reputation of the school

Where a criminal action may have been committed, the Headteacher will work with the police, in line with LA advice and guidance.

Malicious allegations

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the Headteacher will discipline the pupil in accordance with this policy.

Please refer to our safeguarding policy for dealing with allegations of abuse against staff for more information on responding to allegations of abuse. The Headteacher will also consider the pastoral needs of staff accused of misconduct.

Sanctions

The school will employ sanctions in proportionate response to unacceptable behaviour in classrooms, on the school site, on the journey to and from school, when students are wearing St Edward's Church of England Academy uniform, in the locality of the school – including shops, the Library and the Railway Station and food outlets in Romford and other local areas. The school will also respond to unacceptable text messages sent between students and e communications which might constitute bullying or breaches of our Equal Opportunities Policy.

Students from St Edward's Church of England Academy are not allowed in the immediate vicinity of other local secondary schools before the school day begins or between 3.00pm and 3.45pm. We will take action, up to and including exclusion to enforce this where complaints are received about the behaviour of our students.

We have high expectations of sporting behaviour and conduct whilst representing the school at fixtures. Participants are required to sign a contract. Breaches of this contract are dealt with by the Sports Disciplinary Committee. Serious breaches will result in seclusion or exclusion.

If there are reasonable grounds for suspecting a student is in possession of illegal substances, stolen property, fireworks or weapons then that student may be searched. The search should be witnessed by another staff member and where appropriate use 'wands'. Sanctions will be taken against any student who refuses to be searched.

The police and relevant external agencies will be called when there is any suspicion of illegal activity. This includes, amongst others, sexual violence and misconduct, physical violence, possession of drugs or drug paraphernalia, theft. This is not an exhaustive list and the school will use discretion to inform decisions about referrals to external agencies.

Our rule about mobile phones, headphones and MP3 players is 'off and out of sight'. If seen, these items will be confiscated. Hats and other non-school uniform items will also be confiscated. These will usually be returned at the end of the day but sometimes parents will be asked to come into school to collect items. Food or drinks, other than water, being consumed out of the canteen area will be confiscated and disposed of. Cans of fizzy drink, sweets, take-away food (including McDonalds and Burger King) and chewing gum are banned from the site.

Misuse of Social Media

The school has an extensive E Safety programme. Students who misuse social media, especially by posting offensive or threatening comments about other individuals are at risk of fixed term or permanent exclusion. This could include messages posted outside of the school day. The school's reasonable expectation is that parents exercise control over

the way their children use social media outside of school hours. The school provides information to parents about how to monitor the use of social media.

Serious Breaches of the School's Behaviour Policy

Unacceptable behaviour in lessons leads to staff reprimand; being required to move places; being sent to a subject colleague or Head of Department; break, lunchtime (until 1.30pm) or after school detentions; referral for senior detentions by SLT /HoL; an on-call to the Referral Room. Students may be placed on daily report or assigned a mentor.

Serious breaches of the school's behaviour policy will result in seclusions, fixed term exclusions of 3 days or more, longer fixed term exclusions or, in the most serious cases, permanent exclusion.

Any serious breach of the school's Behaviour Policy will be thoroughly investigated by SLT or the relevant Head of Learning and written statements collected where possible. In addition to a phone call, parents/carers will receive a letter about any seclusions or exclusions within 24 hours.

Where the Headteacher is considering permanent exclusion, she will invite the student accompanied by the parent to a meeting prior to making a final decision. Alternatives to permanent exclusion will be considered. The Headteacher may decide that the student needs to attend an Off Site Provision as part of a behaviour improvement strategy. The school has a range of behaviour and attendance partnerships with local providers.

Monitoring of the Behaviour Policy

A member of SLT monitors data about exclusions, referral room and seclusions. This policy will be reviewed annually.

Roles and Responsibilities

The Governing Body

The Governing Body is responsible for reviewing and approving the written statement of behaviour principles. The Governing Body will also review this behaviour policy in conjunction with the Headteacher annually and monitor the policy's effectiveness, holding the Headteacher to account for its implementation.

The Headteacher

The Headteacher is responsible for reviewing this behaviour policy in conjunction with the Governing Body, giving due consideration to the school's behaviour objectives. The Headteacher will also approve this policy.

The Headteacher will ensure that the school environment encourages positive behaviour and that staff deal effectively with poor behaviour, and will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils
- Recording behaviour incidents (see appendix 3 for a behaviour log)
- The senior leadership team will support staff in responding to behaviour incidents

Parents/Carers

Parents/carers are expected to:

- Support their child in adhering to the pupil code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher/tutor promptly

Legislation and Statutory requirements

This policy is based on advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools](#)
- [Sexual violence and sexual harassment between children in schools and colleges: advice for governing bodies, proprietors, headteachers, principals, senior leadership teams and designated safeguarding leads](#)

- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)
- [Exclusion from maintained schools, academies and pupil referral units in England](#)

It is also based on the [special educational needs and disability \(SEND\) Code of Practice](#).

In addition, this policy is based on:

- Section 175 of the [Education Act 2002](#), which outlines a school's duty to safeguard and promote the welfare of its pupils
- Sections 88-94 of the [Education and Inspections Act 2006](#), which require schools to regulate pupils' behaviour and publish a behaviour policy and written statement of behaviour principles, and give schools the authority to confiscate pupils' property.

Links with other policies

This behaviour policy is linked to the following policies:

- Exclusions policy
- Safeguarding policy
- SEND & Inclusion Policy
- Physical intervention & searching policy
- Anti-Bullying Policy

This policy and its associated procedures are subject to continuous review and evaluation to respond speedily to the changing circumstances within the school.

Appendix 1

Definitions of sexual violence, sexual harassment and consent

What is sexual violence?

For the purpose of this advice, when referring to **sexual violence** we are referring to sexual offences under the Sexual Offences Act 2003¹⁴ as described below:

Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. (Schools should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.)

Causing someone to engage in sexual activity without consent: A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

What is consent?

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice:

- a child under the age of 13 can never consent to any sexual activity;
- the age of consent is 16;
- sexual intercourse without consent is rape.

What is sexual harassment?

For the purpose of this advice, when referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school/college. When we reference sexual harassment, we do so in the context of child on child sexual harassment.

Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim)
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - o consensual and non-consensual sharing of nude and semi-nude images and/or videos. As set out in UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people (which provides detailed advice for schools and colleges) taking and sharing nude photographs of U18s is a criminal offence;
 - o sharing of unwanted explicit content;
 - o upskirting (is a criminal offence);
 - o sexualised online bullying;
 - o unwanted sexual comments and messages, including, on social media;
 - o sexual exploitation; coercion and threats.

***** End of Behaviour Policy *****