

Behaviour Policy



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Responsible Directorate

Safeguarding

Our Trust

*These four critical questions make it clear who we are and what we do.
We ask ourselves these questions to guide our work and our improvement.*

Why do we exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.

How do we behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.

What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.

How will we succeed?

1. Aligned autonomy
2. Keeping it simple
3. Talent development

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1 | Introduction

1.1 The Academy Transformation Trust's (the Trust's") behaviour strategy is aimed at creating a warm strict culture with high expectations of behaviour and establishing calm, safe and supportive learning environments across its academies. We will model, explicitly teach and reinforce high expectations and routines to the young people in our care. Positive language and reinforcement will be used to create a culture where all can thrive. Setting high behavioural standards is key to upholding our Trust's core values and mission statement of transforming lives. Good behaviour and self-discipline lead to effective learning and helps prepare children and young people for life beyond the academy gate.

1.2 This policy outlines the high behavioural standards the Trust expects from all our pupils, the support and interventions used to address poor behaviour and sets out the consequences that will follow if this policy is not adhered to. This policy should be read in conjunction with the Trust's Exclusions and Suspensions policy, Alternative Provision policy, Anti-Child on Child Abuse policy, Drugs policy, SEND policy, Safeguarding policy, and Child Protection policy, all of which can be found on the Trust's website. It will be reviewed every year by the Board of Trustees.

1.3 This policy will be published on every academy's website and provided to staff, pupils and parents as required.

2 | Aims and Objectives

2.1 By setting high standards of expected behaviour, the Trust and its academies aim to:

- Uphold the Trust's core values and commitment to transforming lives
- Promote a warm/strict approach to behaviour
- Implement a Behaviour Curriculum that explicitly teaches behaviour and codifies the expectations
- Promote positive relationships that safeguard and promote the welfare of pupils, creating an effective learning environment;
- Maximise the quality of the learning experience for all pupils enabling everyone to learn effectively;
- Enable pupils to understand the implications of their behaviour, to control their own behaviour and most importantly to take responsibility for their behaviour;
- Ensure every member of the Trust community feels valued, respected and treated fairly;
- Provide an ethos and environment within which everyone feels safe;
- Foster discipline and mutual respect between pupils and their peers, and between staff and pupils;
- Raise awareness amongst pupils to ensure that their behaviour does not put their peers or staff at an increased risk in respect of health and safety;
- Raise awareness amongst pupils for the need to recognise and manage their emotions and reactions; and
- Support pupils whose behaviour within the academy environment is challenging or who may find friendship and co-operation difficult.
- Have full regard to the Public Sector Equality Duty (PSED) as set out in the Equality Act 2010 and our duties to:
 - eliminate discrimination, harassment and victimisation;

- advance equality of opportunity for all pupils, including those with protected characteristics;
- foster good relations between individuals from different backgrounds

3 | Application of Policy

3.1 This policy applies to all members of the Trust community. The Trust uses management information systems, to track behaviour data for each academy. Each academy within the Trust will apply consequences within this policy for behaviour that takes place outside of academy premises where it is reasonable to do so, for example if allegations of bullying or inappropriate online activity taking place outside of academy hours are reported to the academy.

3.2 When deciding whether it would be reasonable to impose a consequence for poor behaviour outside of the academy, staff will consider:

- Whether the pupil is taking part in any academy-organised or academy-related activity, travelling to or from the academy, wearing school uniform or is in some other way identifiable as a pupil at the academy at the time of the poor behaviour; and/or
- The severity of the misbehaviour, whether the pupil's behaviour could have repercussions for the orderly running of the academy, whether the behaviour poses a threat to another pupil or member of the public or could adversely affect the reputation of the academy and/or Trust.

4 | Roles and Responsibilities

4.1 All members of the Trust community are expected to follow this policy and treat one another with dignity, kindness and respect. Roles, responsibilities and expectations of each section of the Trust community are set out in detail below.

4.2 **Board of Trustees**

The Trustees will work with the Central Team and the academy's Senior Leadership Team to set the ethos and a set of core values that promote high standards of expected behaviour from pupils attending its academies. Trustees will monitor and evaluate the impact of the policy and will hold the CEO and Principals to account for its implementation. Trustees will ensure that they and local governors receive relevant training on suspensions, exclusions, behaviour and discipline at least every two years.

The Chief Executive Officer

4.3 The CEO will ensure that this Behaviour Policy is applied consistently across the academies within the Trust and will report back to the Trustees on educational outcomes, behaviour management, support strategies and early intervention for pupils requiring additional support. They will ensure that senior staff receive regular continued professional development and receive regular training on behaviour management.

4.4 Local Governing Body

Local governors in each academy will review and monitor the application and implementation of this policy by receiving regular reports from the academy Principal on behavioural consequences and support put in place for pupils at the respective academy. Local governors will scrutinise relevant data, review relevant suspension and exclusion decisions and act as a point of challenge for decisions taken by the Principal. Local governors will analyse the recorded data on searches/removal from classrooms and in cases where searching/removal from classrooms is falling disproportionately on any group or groups, they will consider whether any actions should be taken to prevent this.

4.5 Principal

Each academy Principal, with support from their respective Senior Leadership Team, will ensure that staff are supported and up to date with policy changes. They will ensure that lessons are well led, effectively managed and that staff regularly and effectively self-evaluate their behaviour management strategies. The Principal will monitor how staff implement this policy to ensure rewards and consequences are applied fairly and consistently, searches are carried out lawfully and the use of removal from the classroom is used appropriately and not having a disproportionate effect on pupils sharing particular protected characteristics. To support this monitoring, the Principal and wider SLT will hold periodic reviews of behaviour-related data, at least termly. The Principal will act as a source of support and guidance for staff on behaviour management strategies and discipline.

4.6 Staff

All staff will:

- Communicate the contents of this policy to all pupils and parents to ensure that the Trust's expectations are transparent to all pupils and parents, and that expectations of, and responses to, behaviour are consistent, fair, proportionate, and predictable. Staff will do this through the academy Behaviour Curriculum, assemblies, tutor time and Morning meetings, Reconnection programmes, PSHE lessons, pastoral programmes, induction to the school including at non-standard entry points or reintegration
- Apply this policy fairly, consistently, proportionately, and without discrimination, taking into account SEND as well as the additional challenges that some vulnerable pupils may face;
- Make reasonable adjustments for disabled pupils as required
- Promote a teaching and learning ethos which encourages all pupils to attend and participate in lessons whatever their level of ability or need;
- Model positive behaviour and mutual respect

- Not tolerate disruption to teaching, learning or school routines and take proportionate action to restore acceptable standards of behaviour
- Challenge pupils to meet the school expectations and maintain the boundaries of acceptable conduct through positive framing and de-escalation techniques
- Record incidents of poor behaviour and any given consequences in the pupil's behavioural log
- Provide simple affirmative, precise and positive praise, rewards and reinforce positive behaviour
- Deal with incidents of bullying, discrimination, aggression and derogatory language quickly and effectively
- Focus on de-escalation and preventative strategies rather than being solely reactive
- Consider the welfare of the whole Trust community and ensure that the majority of pupils' education is not jeopardised by the disruptive behaviour of a minority of pupils
- Contribute to the development of systems which support and reinforce positive behaviour, such as The ATT way)
- Recognise that there may be contributory factors which affect pupil's behaviour and respond according to individual need whilst still maintaining high expectations for all
- Identify pupils who are experiencing difficulties in developing or sustaining appropriate behaviour and put in place general and targeted interventions to improve pupil behaviour and provide support. This could include:
 - More frequent engagement with parents
 - Home visits
 - Mentoring and coaching
 - Report cards
 - Time in a pupil support unit
 - Engaging with local partners and agencies to address specific challenges
 - Consideration of whether a multi-agency assessment referral is required e.g. Early Help or an Education Health and Care Plan
 - Designing and implementing an Individual Behaviour Plan with set targets and support strategies embedded within.
 - Contact parents if there is a problem with attendance, punctuality or equipment and about any concerns or problems that affect their child's work or behaviour
- Set, mark and monitor homework and provide facilities for children to do homework in the academy if required
- Send parents an annual written report on their child's progress and arrange Parents' Evenings during which progress will be discussed

- Engage with and attend regular training and development sessions to continually improve behaviour management and learn from best practice, including sessions covering equality, safeguarding and SEND.

4.7 Parents

Parents play an important role in ensuring good behaviour from their children. Parents are expected to:

- Support the academy in the application and enforcement of this policy;
- Sign and reinforce the Acceptable Use Policy and Home-Academy Agreement
- Inform the academy of any challenging behaviour exhibited at home, special education needs or changes in circumstances that may account for changes in their child's behaviour;
- Ensure their child attends the academy on time, appropriately dressed, fed, rested, and equipped;
- Work with the academy in support of their child's learning;
- Attend virtual or in person meetings at the academy with staff to discuss their child's behaviour and adhere to any parenting contracts put in place;
- Inform the academy in writing of any medication their child needs to take (see the "Supporting children with medical needs" policy);
- Support their child in homework and other opportunities for home learning;
- Attend Parents' Evenings and discussions about their child's progress, if reasonably possible
- In the case of suspension, provide appropriate supervision for their child during the first 5 days of suspension, ensure that their child is not present in a public place during academy hours without reasonable justification and, if invited, attend a reintegration interview at the academy with their child.

4.8 Pupils' Roles and Responsibilities

Pupils at our academy are expected to adhere to the following key principles: **Be Safe, Be Kind, Be Respectful, Be Responsible, and Be Inclusive**. These principles guide our behaviour policy and are integral to maintaining a positive and supportive learning environment.

- **Be Safe:** Pupils must ensure their own safety and the safety of others by following all academy rules and guidelines. This includes behaving responsibly in all areas of the academy and reporting any unsafe situations to a member of staff.
- **Be Kind:** Pupils should treat others with kindness and compassion. This means being considerate of others' feelings, offering help when needed, and promoting a friendly and welcoming atmosphere.

- **Be Respectful:** Pupils are expected to show respect to all members of the academy community, including peers, staff, and visitors. This includes listening to others, valuing different opinions, and taking care of academy property.
- **Be Responsible:** Pupils should take responsibility for their actions and their learning. This involves being punctual, prepared for lessons, completing assignments on time, and adhering to the academy's code of conduct.
- **Be Inclusive:** Pupils must strive to include everyone and ensure no one feels left out. This means celebrating diversity, embracing equality and being tolerant of different beliefs and faiths.

The rights and responsibilities of pupils are detailed in the Annex to this policy, along with a comprehensive list of academy rules. Reminders of these rules and the expected standards of behaviour are displayed in classrooms and around the academy.

Pupils are encouraged to maintain a positive attitude and set high expectations for themselves, contributing to a respectful and inclusive school environment. By developing these skills, pupils will be well-equipped to achieve positive outcomes and wellbeing in later life.

5 | Behaviour Curriculum

- 5.1 The academy will teach pupils about expected behaviours, promoting the values of the school, readiness to learn, and respect for others. It will promote the following key principles: Be Safe, Be Kind, Be Respectful, Be Responsible, and Be Inclusive. This involves creating an environment where positive conduct is encouraged, and poor conduct is minimised. Pupils will learn what behaviours are expected and encouraged, and what is prohibited. Positive reinforcement will be used when expectations are met, while consequences will be applied when rules are broken.
- 5.2 The behaviour curriculum defines successful behaviours rather than just listing prohibited actions. It focuses on key habits and routines necessary for the school. For example, pupils are expected to line up quietly outside a classroom.
- 5.3 Routines will be used to teach and reinforce expected behaviours, promoting the school's values and clarity on the consequences of unacceptable behaviour. Adjustments will be made for pupils with additional needs to ensure all can meet behavioural expectations, ensuring inclusivity.

6 Rewards

- 6.1 The academies believe that it is important to encourage good conduct throughout the academy by celebrating and rewarding good behaviour and reflecting the ethos of the academy. There will be opportunities in place for character development, as well as the issuing of rewards for exceeding expectations, overcoming challenges and adversity, attendance and making significant progress. Academies will recognise and celebrate individual success and significant personal achievements.

6.2 Academies across the Trust implement a scaled R reward scheme to recognise and celebrate pupil achievements. This system enables staff to appropriately scale the gravity of rewards, reflecting progress and acknowledging the varying stages of achievement.

The reward levels are as follows:

R1: Instant recognition

R2: Excellence

R3: Accumulative excellence

R4: Exceptional performance

R5: Sustained excellence

This inclusive reward scheme ensures that all pupils have the opportunity to be recognised for their efforts and achievements, fostering a positive and motivating environment within the Trust.

6.3 Academies will ensure that rewards are inclusive, reflecting reasonable adjustments and recognise individual achievements. Flexible criteria will be used to acknowledge incremental progress. For example, a child who has made exceptional progress with their attendance may be rewarded even if their overall attendance percentage remains below 90%, which is typically considered persistent absence.

7 | Consequences

7.1 Consequences are used as part of an intervention to prevent escalation or repeated misconduct. Where a pupil's conduct falls below the standard which could reasonably be expected of them the first priority will be to ensure the safety of pupils and staff and to restore a calm environment. De-escalation techniques may be used to help prevent further behaviour issues arising. These may include de-escalation techniques, non-verbal intervention, positive reframing, positive intervention, lightning quick public intervention and private intervention. The academy will impose consequences (also known as 'disciplinary penalties') in response to pupil misconduct. All consequences will be reasonable and proportionate to the circumstances of the incident and due consideration will be given to the pupil's age, any special educational needs or disability and any religious requirements.

7.2 The particular level of consequence will depend on the severity and regularity of the behaviour and will be proportionate in the circumstances. A response to behaviour may have various purposes including deterrence, protection and/or improvement. The academy uses a range of consequences in response to incidents of poor behaviour. Consequences are meaningful, and relate to the outcome that is required, they are linked to the behaviour and not the child. Consequences often focus on education, support and prevention of future undesired

behaviours. Behaviour is considered a communication of need and support will be sourced to support pupils to make the right choices. Consequences include:

- Verbal reprimand
- Regular reporting including early morning reporting; scheduled uniform and other behaviour checks; or being placed “on report” for behaviour monitoring
- The setting of written tasks as reflection of behaviour and choices, such as writing lines or an essay
- Reflection time (detention)
- A Restorative conversation
- Loss of social time
- Requiring a written apology
- Confiscation of a pupil’s property
- Extra work or repeating unsatisfactory work until it meets the required standard
- Academy-based community service or imposition of a task to take responsibility for actions, although this must not be done in a way that is humiliating, such as picking up litter, weeding academy grounds; tidying a classroom; helping clear up the dining hall after meal times; or removing graffiti
- Loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a non-uniform day or other extra-curricular academy events such as sports day or prom
- Internal exclusion – removal from classes or group
- Removal from a class or groups
- Education off-site for a designated period
- Suspension or permanent exclusion.

7.3 Academies across the Trust implement a scaled T Level system to address and manage pupil behaviour. This system allows staff to appropriately scale the consequences based on the severity and frequency of the behaviour, ensuring a fair and consistent approach. The consequence levels are as follows:

T1: Verbal Warning

T2: Second Warning

T3: Lesson Removal

T4: Internal Suspension

T5: External Suspension

T6: Permanent Exclusion

This structured consequence system ensures that all pupils understand the implications of their actions and promotes a respectful and orderly environment within the Trust.

7.4 Academy staff aim to work in cooperation with parents to understand the reasons behind their child’s behaviour and put in place a clear support strategy for modifying and addressing that behaviour. This might include the Designated Safeguarding Lead, SENDCO, Attendance Lead, Teaching and Learning lead or Pastoral Lead making enquiries into circumstances outside of the academy and/or having a targeted discussion with the pupil, including explaining their choices

and consequences, the impact of their actions, how they can do better in the future and what will happen if their behaviour fails to improve.

7.5 The Academies recognise that behaviour is communication and may indicate an additional need. As part of the approach to support a pupil with their behaviour, a range of screening tools, assessments and observations may be used to effectively deploy and plan support for the pupil. This will usually follow the assess, plan, do, review cycle.

7.6 The Trust recognises the importance of effective home-school communication and will endeavour to communicate with parents, and the Virtual School Head for looked after children or social worker, where appropriate, regarding pupils' behaviour when necessary. When a consequence is imposed, parents will be informed through one of the Academy's communication methods, such as text message, MIS system, phone call, face-to-face conversation.

7.7 The academy encourages restorative justice and pupils are encouraged to apologise as part of this process for rudeness or a lack of respect, this will be conducted in a manner that promotes the dignity of all individuals involved and avoids humiliation.

7.8 The academy will also consider whether the behaviour under review gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, staff will follow the academy's safeguarding policy. They will also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. If staff reasonably believe this to be the case, they will consider whether a multi-agency assessment is necessary.

7.9 Under no circumstances will illegal or inappropriate items be tolerated in the academy, and all pupils will respect and look after the academy premises and environment. The following behaviour is regarded as completely unacceptable and will result in disciplinary actions and possibly in suspension or exclusion, depending on the circumstances:

- Verbal abuse to staff and other adults
- Verbal abuse to pupils
- Physical abuse to/attack on staff
- Physical abuse to/attack on pupils
- Any form of bullying (to the extent not covered above)
- Indecent behaviour
- Damage to property
- Gambling on academy property
- Recording or taking images of pupils or staff without their express consent
- Consuming, carrying, supplying or misusing of illegal drugs and alcohol and other substances including "legal highs"
- Carrying, supplying or taking prescription drugs or non-prescription drugs without lawful reason

- Theft
- Serious actual or threatened violence against another pupil or a member of staff
- Sexual abuse or assault
- Carrying an offensive weapon
- Arson
- Unacceptable behaviour which has previously been reported and for which academy consequences and other interventions have not been successful in modifying the pupil's behaviour
- Malicious allegations against staff or students
- Racist, sexist, homophobic or other forms of discriminatory behaviour
- Persistent truancy/lateness
- Possession of items prohibited under the academy rules (see Appendix).

7.10 Removal from the classroom for more than a short period will occur in response to serious misbehaviour, only when necessary and for as long as is necessary, and once other behavioural strategies in the classroom have been attempted, unless the behaviour is so extreme as to warrant immediate removal. Reasons for removal are to:

- Maintain the safety of all pupils and to restore stability and the delivery of education to other students following an unreasonably high level of disruption;
- Enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and
- Allow the pupil to emotionally regulate in a safe space.

7.11 Detentions can be issued by any member of teaching or support staff. Staff will only issue detentions outside of academy hours when it is reasonable after having considered whether:

- The detention may put the pupil at increased risk or compromise their safety
- The pupil has known caring responsibilities or religious requirements
- The detention timing conflicts with a medical appointment
- Parents ought to be informed of the detention
- Whether suitable travel arrangements can reasonably be made by the parent for the pupil, disregarding any inconvenience for the parent.

Off-site direction, managed moves and Alternative Provision may be considered as part of a planned intervention to support a pupil.

- Off-site direction is used as a short-term measure to improve a pupils' behaviour where inschool intervention and/or outreach have been unsuccessful or are deemed inappropriate

- A managed move takes place in agreement between the school, parents and new school. It initiates the process which leads to the transfer of a pupil to another mainstream school permanently. The academy will follow the local authority's procedures.

7.12 Permanent exclusion will only be used as a consequence of last resort, in response to a serious breach, or persistent breaches, of this behaviour policy and where allowing the pupil to remain in the academy would seriously harm the education or welfare of the pupil or others in the academy. The academy will follow the Trust's Exclusions Policy and the DfE statutory guidance on suspensions and exclusions when taking a decision to suspend or exclude. In the case of exclusions and suspensions, parents and carers have the right to make representations to the governing body and, in the case of permanent exclusion, to an independent review panel.

8 | Pupils with SEND

8.1 In the context of this policy, a child is considered to have Special Educational Needs or Disabilities (SEND) if they:

- Have difficulties in learning which are significantly greater than the majority of other pupils of the same age; or
- Have a disability which prevents or limits them from accessing the curriculum; or
- Have behavioural, emotional or social difficulties which impact adversely on their learning and progress.

8.2 The Trust is aware that continuous disruptive behaviour can be a result of unmet needs. If such needs are identified, the respective academy will do all it can to ensure that the pupil receives appropriate support.

8.3 The Trust is conscious of its legal duties under the Equality Act 2010 in respect of pupils with disabilities and will make reasonable adjustments to this policy to avoid any substantial disadvantage that a pupil may face as a consequence of their disability compared to their nondisabled peers.

8.4 A reasonable adjustment that may be made would be to impose a more lenient consequence for a pupil whose behaviour is in consequence of their disability than would be imposed for a pupil exhibiting the same behaviour who does not have that disability. The Trust will not assume that because a pupil has SEND, it must have affected their behaviour on a particular occasion – this is a question of judgement for the respective academy based on the facts of the situation.

8.5 When addressing pupil behaviour, staff will consider the Trust's "Waves of Provision" framework, which includes universal, targeted, and specialist support. It is crucial to ensure that reasonable adjustments are tailored to the individual needs of each pupil, as part of the graduated response to support their needs. Therefore, applying all listed reasonable adjustments indiscriminately is

not appropriate. Adjustments must be suitable and specific to the pupil's requirements to provide effective support.

- 8.6 An Individual Behaviour Plan may be used for children with SEND whose condition causes them to display challenging behaviour and advice will be sought from external agencies where necessary to assist with putting in place appropriate support strategies, which will be monitored and reviewed. Please read the Trust's SEND policy and SEND Information Report for more information.
- 8.7 The respective academy will as far as possible, anticipate likely triggers of misbehaviour for pupils identified as having SEND and will put in place support to prevent these. Examples of preventative measures include (but are not limited to):
- Short, planned movement breaks for a pupil whose SEND means that they find it difficult to sit still for long
 - Adjusting seating plans to allow a pupil with visual or hearing impairment to sit in sight of the teacher
 - Adjusting uniform requirements for a pupil with sensory issues or who has severe eczema
 - Training for staff in understanding conditions such as autism.
- 8.8 Staff training will include matters such as how certain special educational needs, disabilities, or mental health needs may at times affect a pupil's behaviour.
- 8.9 Where relevant, and in accordance with the SEND Code of Practice, engagement with and referrals to external agencies, such as Educational Psychologists, counsellors and Mental Health Support Teams will be made to inform effective provision.

9 | Disadvantaged Pupils

We recognise that some pupils, including those eligible for pupil premium, may face socio-economic challenges that can impact behaviour. These challenges may stem from factors such as unmet needs, external stressors, or barriers to engagement. As a trust, we are committed to supporting our academies in monitoring these factors and intervening early to promote inclusion and avoid exclusions.

10 | Investigating Incidents

- 10.1 Initial investigations of minor infractions of the policy may be carried out by a member of staff/teacher on their own. Further investigations or initial investigations of more serious offences may be carried out by two staff together. In secondary academies pupils who have witnessed the behaviour will be asked to provide written, signed and dated statements. In primary academies pupils who have witnessed the behaviour may be asked provide a written

account or may be asked to describe to staff what they saw and the member of staff will make a note of the response. Any questions raised by staff will be open and non-leading. If the police wish to question the pupil, the academy will ensure that an appropriate adult is present at all times and will inform the pupil's parents of what is happening ahead of time, if possible.

- 10.2 The Trust uses Close Circuit Television ("CCTV") within its premises. One reason why the Trust uses CCTV is to provide a safe and secure environment for pupils, staff and visitors. If behavioural incidents are recorded on CCTV the footage may be viewed as part of the investigation and the content considered before imposing a consequence. Please see the Trust's CCTV policy and privacy notices for more information.
- 10.3 When more than one pupil is involved in an incident and the interpretations of an event differ, then every effort will be made to try to find the truth. If this still remains unclear, then the staff members involved will use their professional judgement to come to a conclusion on the balance of probabilities.

11 | Search, Seizure and Confiscation

- 11.1 If an investigation or an allegation leads to reasonable suspicion and the search of a pupil's clothes, bags and lockers is deemed appropriate, a search may be carried out by nominated academy staff or staff authorised by them. Staff will follow the latest DfE guidance on searching, screening and confiscation when conducting a search. Staff will take into consideration the age and needs of pupils being searched or screened. This includes the individual needs or learning difficulties of pupils with Special Educational Needs (SEN) and making reasonable adjustments that may be required where a pupil has a disability.
- 11.2 Each academy Principal will oversee the practice of searching to ensure that a culture of safe, proportionate and appropriate searching is maintained, which safeguards the welfare of all pupils and staff with support from the designated safeguarding lead (or deputy). Each academy Principal will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a pupil who is not co-operating, so that these trained staff can support and advise other members of staff if this situation arises.
- 11.3 Staff may confiscate or seize items in the possession of pupils that pose a risk to staff or pupils, are illegal or banned by the academy rules or is evidence in relation to an offence and may confiscate, retain or dispose of a pupil's property as a disciplinary action so long as it is reasonable in the circumstances. Confiscation of a pupil's property will be proportionate and aimed at maintaining an environment conducive to learning and one which safeguards the rights of other pupils to be educated. Where appropriate a member of staff may retain or dispose of a pupil's property as consequence and are protected from liability for damage to, or loss of, any confiscated items. Guidance on what to do with particular confiscated items can be found in the latest DfE guidance on searching, screening and confiscation.
- 11.4 A teacher or someone who has lawful control of the child can search a pupil with their consent to look for any item banned by the academy rules. Pupils must be first asked to empty pockets and

bags themselves. Before any search takes place, the member of staff conducting the search should explain to the pupil why they are being searched, how and where the search is going to take place and give them the opportunity to ask any questions. If the pupil refuses to give permission the academy may impose a consequence for failing to follow a reasonable instruction.

11.5 Each academy Principal and other members of staff authorised by them have the power to search a pupil without the pupil's consent if they suspect they are in possession of 'prohibited items'. The designated safeguarding lead (or deputy) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item or if they believe that a search has revealed a safeguarding risk without delay. Prohibited items that can be searched for without consent include:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Vapes, e-cigarettes, tobacco and cigarette papers
- Fireworks
- Pornographic images
- Articles that the member of staff reasonably suspects have been or could be used to commit an offence or cause personal injury to, or damage to property of, any person (including the pupil).

A member of staff can use reasonable force to search for any prohibited items but not to search for items which are identified only in the respective academy rules. Before using reasonable force the member of staff should consider whether conducting the search will prevent the pupil harming themselves or others, damaging property or from causing disorder.

11.6 Any search without consent must be conducted by a member of staff of the same sex as the pupil in the presence of another member of staff. A member of staff can only carry out a search of a pupil of the opposite sex and/or without a witness present, where the member of staff reasonably believes that there is a risk that serious harm will be caused to a person if they do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

11.7 When conducting a search pupils must not be required to remove any clothing other than outer clothing. 'Outer clothing' is any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear, as well as hats, shoes, boots or scarves.

11.8 Strip searches (a search involving the removal of more than outer clothing) on academy premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Codes A and B. While the decision to undertake the strip search itself and its conduct are police matters, academy staff retain a duty of care to the pupil(s) involved and will advocate for pupil wellbeing at all times. Before calling police into the academy, staff will assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item. Staff will consider whether introducing the potential for a strip search through police involvement is absolutely necessary by consulting with the designated safeguarding lead and academy Principal, and should always ensure that other appropriate, less invasive approaches have been exhausted. Unless there is an immediate risk of harm and where reasonably possible, staff will inform a parent of the pupil suspected of concealing an item in advance of the search, even if the parent is not acting as the appropriate adult.

11.9 Staff should keep a record of any searches conducted on pupils on CPOMs and inform parents that a search has been carried out as soon as reasonably practicable. Records should include:

- The date, time and location of the search
- Which pupil was searched
- Who conducted the search and any other adults or pupils present
- What was being searched for
- The reason for searching
- What items, if any, were found
- What follow-up action was taken as a consequence of the search.

11.10 Staff may seize an electronic device to examine any data or files on the device if they think there is good reason to do so. These data or files may be erased before returning the item if they believe there is good reason to do this. If the member of staff conducting the search suspects they may find an indecent image of a child, the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device and refer the incident to the designated safeguarding lead. Staff will have regard to the UK Council for Internet Safety advice for managing incidences of sharing nudes and semi-nudes when managing these issues.

11.11 Some academies may require pupils to undergo screening by a walk-through or hand-held metal detector (arch or wand) regardless of whether they suspect the pupil of having a weapon and without the pupil's consent. If the pupil does not agree to undergo the screening the academy has the right to stop them from entering the premises and will treat the pupil's absence as unauthorised.

12 | Use of Reasonable Force

- 12.1 The Trust strives to provide a safe learning environment for all pupils, consideration is given to the classroom environment to enable pupils to achieve and thrive.
- 12.2 All members of staff (and anyone whom the Principal has given the responsibility to be in charge or in control of the pupils) are lawfully permitted to use reasonable force to prevent pupils committing an offence, injuring themselves or others, damaging property, and to maintain good order and discipline in the classroom.
- 12.3 This power extends to times when staff are lawfully in charge of pupils but are off the academy premises i.e. on a school trip. There is no definition of when it is reasonable to use force and every situation will have to be judged by the person in charge at that time. The degree of force used should be the minimum needed to achieve the desired result.
- 12.4 Wherever possible, staff will use communication strategies such as appropriate tone, empathy and de-escalation techniques, to prevent and avoid needing to use reasonable force. This may include using a range of additional strategies for children with SEND, where staff may deploy additional strategies for example: removing stimuli where it has been identified as causing distress, supporting pupils to manage their emotions.
- 12.5 Sometimes, pupils may get anxious or agitated and strategies used to help pupils calm down such as using communication skills, distraction techniques and removing triggers may not yield results. On rare occasions staff may have to use physical interventions to ensure the pupil's own safety, the safety of other pupils and staff, or to ensure that property is not seriously damaged.
- 12.6 All incidents where pupils need to be held to help them to calm down will be recorded on CPOMS, any Individual Behaviour Plan reviewed, and parents will be informed as a matter of course. Information recorded for incidents where reasonable force or positive handling have been used will be kept in line with the latest government guidance on Reasonable Force. Reasonable force data will be analysed to inform improvement planning. For further information see the Reasonable Force Policy.

13 | Bullying

- 13.1 The Trust will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff and this includes protection from bullying. The Trust has a separate Anti-Child on Child Abuse Policy which should be read in conjunction with this policy. Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. This can include emotional, physical, racial, sexual, verbal (direct or indirect) and cyber-bullying.

13.2 The Trust wants to make sure that all pupils feel safe in the academies and are accepted into the Trust community. The Trust's ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of this behaviour policy and will not be tolerated.

13.3 Bullying can be verbal or physical, by person or by electronic, on-line or written means and can be directed at both staff and pupils. The Trust practices a preventative strategy to reduce the chances of bullying, and the Trust's anti-bullying strategy is instilled in the Trust's curriculum, through the active development of pupils' social, emotional and behavioural skills, assemblies and is embedded in daily academy life. It is made very clear to pupils what is expected of them in terms of respecting their peers, members of the public, and staff, and any intentional breach of this will result in disciplinary action.

13.4 If an allegation of bullying does arise, the respective academy will:

- Take it seriously
- Investigate as quickly as possible to establish the facts
- Record and report the incident; depending on how serious the case is, it may be reported to the Principal
- Provide support and reassurance to the victim
- Make it clear to the child that has engaged in bullying behaviour that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and staff will make sure that they understand what they have done and the impact of their actions
- Discuss the matter with both parties, bring them together and, where appropriate, educate the perpetrator on seeing the other person's point of view; sometimes the no blame approach is used, sometimes negotiation and sometimes consequences
- Ensure that if a consequence is used, it will correlate to the seriousness of the incident and the child that has engaged in bullying behaviour will be told why it is being used
- Consider whether suspension or exclusion is appropriate in light of the circumstances.

13.5 The Trust believes pupils should be able to enjoy using social media in a safe environment but recognises that there are inherent threats in using social media which could harm the welfare of pupils and staff at its academies. Where a member of staff has reasonable grounds to suspect that a pupil is using social media in an inappropriate way, which could cause harm to another person in the Trust community, the member of staff should report this to a member of the academy's Senior Leadership Team. Following any such report an investigation will follow during which an authorised member of staff may ask that the pupil gives them access to their social media account. In the event that the pupil refuses to cooperate and will not give access to an authorised member of staff during an investigation this could lead to an adverse decision taken against the pupil.

13.6 [Further information can be found in our Anti Child on Child Abuse Policy](#)

14 | Child-on-Child Abuse

14.1 Sexual violence and sexual harassment are never acceptable and will not be tolerated. The Trust will act swiftly in response to instances of alleged child-on-child abuse and will follow its safeguarding policy, Keeping Children Safe statutory guidance and the DfE guidance on sexual violence and harassment between children. Risk assessments will be carried out and measures put in place while investigations into any reports continue. Support will be provided to the reported victim and abuser. The outcome of the investigation may lead to consequences being imposed in accordance with the terms of this policy. [See our Anti Child on Child Abuse Policy for more information.](#)

15 | Complaints

15.1 If parents have any concerns or complaints over the application or implementation of this policy they should raise their concerns with a staff member or the Principal in accordance with the Trust's complaints policy. If the concern relates to a suspension or exclusion, the statutory procedure set out in the exclusions guidance will be followed.

Appendix 1 - Rights and Responsibilities of Pupils

Rights	Responsibilities
To feel safe both in and out of the classroom	Have regard for your own safety and that of others and care for academy equipment/ resources/ environment
To learn, free from the disruption of others	Be prepared to engage in class and be involved with learning
Be valued and have good work recognised and rewarded	Accept and learn from any consequences that you receive
To receive help and support where requested	Follow staff instructions and seek help when needed
To be listened to and respected	Respect yourself, other people and their belongings
To be treated fairly	Be self-disciplined and follow the academy rules set out below
To be treated as an individual	Inform a member of staff when this policy has been breached by yourself or another pupil

Each academy will publish and display its rules, all of which will align with the principles of this central policy. **Please see the following page for the MCA Academy Rules.**



Mildenhall College Academy Rules



1. Follow the MCA TRAITS at all times (Teamwork, Resilience, Ambitious, Inquisitive, Togetherness, Successful)
2. WORK HARD, BE KIND- our motto.
3. Attend the academy, Morning Meeting and classes on time.
4. Bring appropriate equipment such as: planner, pen, pencil, ruler, calculator, PE kit and any other necessary equipment, a suitable bag to carry books and any equipment needed during the school day, to be checked by the tutor every morning in Morning Meeting.
5. Keep your appearance smart and tidy, and wear specified uniform as set out in the Trust's uniform policy at all times to and from the academy.
6. Do not use rude, derogatory, racist or defamatory language.
7. Do not bully, belittle, or intentionally harm other pupils or staff, including via social media.
8. Be polite, respectful and considerate of your peers and the extended community and always try to understand other people's point of view.
8. Do not run through hallways and corridors, do not shout out during lessons, or shout to one another in hallways, or when in public places.
9. Complete academy work and homework on time and to the very best of your ability.
10. Take care of your environment, both on the academy site and outside. Do not litter or vandalise property in any way. Take care of academy equipment.
12. Follow staff instructions at all times without argument.
13. Do not eat during lesson times.
15. Follow the academy expectations for break and lunch time, including adhering to instructions relating to the areas you can be in during break and lunch time.

17. Do not bring into the academy under any circumstances:
 - Alcohol and drugs including "legal highs";
 - Vapes, e-cigarettes, cigarettes, matches, and lighters;
 - Chewing gum, Energy drinks
 - Weapons of any kind or instruments/substances intended to be used as weapons;
 - Material that is inappropriate or illegal for children to have such as racist or pornographic material;
 - Non-authorized electronic or recording devices;
 - BB guns, air guns, toy guns, "fun snaps," water pistols anything with a blade, anything designed to look like a weapon including toys,
 - Any article which a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

Sanctions and Consequences for Not Following Academy Rules

Disruption to Lessons

T1	Warm reminder of expectations	No consequence
T2	C1 Final warning	Recorded on Behaviour Record
T3	C2 Lesson Removal	30 minute after-school detention the following day. <i>Parent will be able to view the detention, subject and teacher on MCAS. Parent will receive phone call/email from teacher explaining behaviours leading to the C2.</i> Parent will also receive an email or notification via MCAS of the detention.

Social Detentions

Social detention Behaviour at Break, Lunch or Lesson Transitions	30 minute after-school detention the following day. <i>Parent will be able to view the detention and teacher on MCAS. Parent will receive phone call/email from teacher explaining behaviours leading to the Social detention.</i> Parent will also receive an email or notification via MCAS of the detention.
Social Detention Behaviour in Line-Ups	Being removed from Line-Ups twice in one term will lead to a Social detention. Parent will receive an email or notification via MCAS of the detention.
Social Detention Incorrect Uniform	Borrowing of uniform after 9.45am Borrowing uniform twice in one week without parental contact explaining if there is an issue Failure to return borrowed uniform Parent will receive an email or notification via MCAS of the detention.

Late Detentions

Lateness to lesson after the 2 nd bell Late arrival to the Academy – after 9.05am	30 minute after-school detention the following day. <i>Parent will be able to view the detention and teacher on MCAS. Parent will receive an email or notification via MCAS of the detention. This will be an automated message.</i>
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Failing to Follow Expectations during Line-Ups (Year 7 and 8)

Students are expected to line-up in their correct class group promptly at 11.05am and 1pm (year 7) and 11.05am (year 8). Whistles will be blown to support students with timings.

1st whistle – Assemble in your class line, facing the front, wearing uniform correctly.

2nd whistle – Be silent and ready to go to class.

Failure to follow these expectations delays the start of lessons for all pupils. Students will be removed to sit on the bench and be spoken to by a Senior Leader.

Sanctions are as follows:

1st removal in 1 term (i.e. September-December, January-April and April-July)	Warning and email home.
2nd removal in 1 term	Social detention. Parents will receive an email or notification via MCAS. It will be issued by a member of the Student Reception team.
3rd removal in 1 term	Gross Misconduct Sanction – ½ day in Seclusion for persistent failure to follow instructions. Parents will receive phone call or email notification.
4th removal in 1 term (and any subsequent removals after 4)	Gross Misconduct Sanction – Full day in Seclusion for persistent failure to follow instructions.

Failure to complete Homework

Homework Detention	30 minute after-school detention the following day. <i>Parent will be able to view the detention, teacher and subject on MCAS.</i> Parent will also receive an email or notification via MCAS of the detention.
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Failure to attend Detentions

Day 0	The day the detention is given, for the following day
Day 1	Student attends detention 3.35pm-4.05pm
Day 2	Failure to attend on Day 1 will result in the detention being doubled to 1 hour on Day 2 3.35pm-4.35pm
Day 3	Failure to attend the 1 hour on Day 2 will result in an afternoon in Seclusion 12.20-3.30pm plus the 1 hour detention after school 3.35-4.35pm on Day 3 Failure to attend on Day 3 after the half-day Seclusion is likely to lead to a suspension from the Academy.

If your child is unable to attend the detention due to a medical appointment, family emergency or lack of means of transport home, please call Reception and ask for the detention to be moved. Failure to notify us will result in the detention being escalated. Please note, we only accept these reasons as acceptable reasons to miss a detention. Out-of-school paid clubs e.g. football training, are not acceptable reasons to miss detentions. We may also be able to support with transport with our Late Bus in exceptional circumstances. Children are expected to take responsibility for checking whether they have a detention. All detentions are visible to students on the Bromcom VLE, and to parents via the MCAS app on a daily basis

Gross Misconduct Sanction (GM)

1 day in Seclusion for serious incidents, such as:

- Significant extreme defiance / Persistent refusal to follow instructions
- Violent behaviour / fighting/ unwanted physical contact with others
- Swearing in conversation with staff
- Racism, prejudice, discrimination
- Bullying, cyberbullying
- Being in the same toilet cubicle as another student
- Being equipped to smoke or vape, or being seen doing so in uniform
- Serious continuation of disruption after being given a C2
- Truanting a lesson, or part of a lesson
- Threatening behaviour
- Walking out of lesson without permission
- Theft
- Persistently incorrect uniform or refusal to rectify uniform when asked
- Harmful sexual language
- Computer misuse
- Bringing in an item on the prohibited items list
- Refusal to hand over a mobile phone if it has been “seen or heard”.
- 3 removals from line-ups in 1 term (years 7 and 8)
- Bringing the school into disrepute by poor behaviour whilst in Academy uniform or whilst travelling to or from the Academy.

Some incidents of an extreme serious nature, or where behaviour is repeated, may result in a Suspension from the Academy or additional days in Seclusion.

Sanctions whilst in Seclusion, for not following Seclusion Rules

S1	First warning
S2	Second warning – supportive conversation from the Senior Leader On Call.
S3	Third warning – Student taken to House Support Hub for a supportive call home to parent/carer.
S4	Fourth warning – removal from Seclusion. Reaching an S4 in Seclusion may lead to a suspension.

A senior member of staff will review the behaviour log from Seclusion and will consider whether there have been any prior instances of S4s whilst in Seclusion. Suspension may be issued.

PALs (Poor Attitude to Learning)

Students who disrupt multiple lessons in a week to the extent that they are given a detention (Lateness or C2 detentions) will be given a further consequence.

3 late or C2 detentions in 1 week Mon-Fri	Half-day PAL (half-day in Seclusion, to include 2 lessons and 1 lunchtime)
4 late or C2 detentions in 1 week Mon-Fri	Full-day PAL (full day in Seclusion)
<i>If a student returns to lessons after a Full-day PAL but receives another detention in the same week, they will return to Seclusion for a further full day.</i>	