



Alexandra Primary School

Behaviour and Anti-Bullying Policy

Governor Responsible	Curriculum
Status	Statutory
Last reviewed	February 2018

Anti-Bullying Policy

- Vision Statement
- Aims of Alexandra Primary School
- Stay on Green behaviour system
- The Child's Responsibilities
- Staff Responsibilities
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- Reward Systems, Sanctions & Support Mechanisms
- Sexualised Behaviour
- Bullying
- Links with other policies

Appendices: check

Positive Redirection Strategies for the Classroom

Blue behaviour concern form

Yellow parent contact form

Weekly Behaviour chart

Supplementary Guidance:

Tackling Cyber Bullying

Tackling Homophobic Bullying

Alexandra Primary School's Vision Statement

It is the right of every child at Alexandra Primary School to feel safe and secure at school and have every opportunity to enjoy learning without distraction from others.

It is the right of every teacher and adult at Alexandra Primary School to be able to teach without obstruction and to work in a mutually respectful and professional environment.

It is the right of every parent to know that their child is safe, treated fairly and will be supported to develop the skills to enable them to engage positively in our communities.

At Alexandra Primary School we:

- Teach responsible behaviour to our pupils using a range of strategies.
- Raise pupil self esteem and awareness of wider community and societal expectations of good manners and personal conduct.
- Be explicit about what adults and pupils in the school can expect from each other.
- Integrate behaviour management into all areas of school life through a structured and consistently applied hierarchy of praise and sanction.
- Ensure that our school communities can work free from intimidation and bullying by acting robustly when issues arise.

Aims of Alexandra Primary School

- To provide the highest standards of education through effective teaching and learning for all pupils with a broad, balanced and personalised curriculum.
- To provide equal opportunity for everyone at our school regardless of race, class, gender, sexuality, special educational needs, religion, culture or ability.
- To encourage and develop independent thinking, life-long learning, self-esteem and confidence, alongside respect and support for others.
- To develop the role and understanding of staff and pupils of self-responsibility as well as the confidence to recognise behaviours which are not acceptable and to challenge them e.g. their role as a bystander
- Provide a safe, caring, happy and stimulating atmosphere
- To encourage an educational partnership between children, staff, parents/carers and governors and to promote links with the wider community.
- To further encourage teamwork amongst the staff.
- To create a school ethos that encourages children to disclose bullying incidents. We are a 'telling school'
- To raise awareness in the school community of what bullying is and that bullying is unacceptable behaviour.
- To support those who are affected by bullying behaviour and for those involved in bullying behaviour.

Core strategies for ensuring outstanding behaviour at Alexandra Primary School

This document outlines a hierarchy that will ensure the **appropriate degree of seriousness** is attached to incidents through the fair and consistent use of sanctions by the staff members who are involved.

All members of our school community have a responsibility to proactively ensure adherence to whole school behaviour expectations.

To ignore an incident is to condone it.

Why Positive Behaviour Management?

In the world around them, children see many different examples of how people behave. We have a responsibility to help children understand that they have choices about how to behave and help them develop the strategies to make appropriate choices.

Our aim is to create an environment where children feel valued, safe and motivated to learn. We believe that good behaviour and discipline are the foundation of all learning, and without a calm, orderly atmosphere effective teaching and learning cannot take place. We believe that children respond best to praise and encouragement. We must try to find every opportunity to praise children when they are showing appropriate behaviour. Children learn by example. Teachers and parents have a responsibility in setting a good example as well as ensuring that the rules are followed.

An effective whole school policy requires:

- Consistency- everybody to follow it
Supportive structures for staff and pupils
 - Good classroom management and practice
 - Positive relationships
 - Motivating steps to achievement
 - Encouragement and success
-
- Staff work to promote 'green behaviours' at every opportunity.
 - School assemblies provide a focal point for talking about and reinforcing aspects of school ethos.
 - Senior staff hold regular assemblies to revise with children what is meant by 'green behaviours' and what this will look like.
 - Class teachers discuss 'green behaviours' with their pupils and ensure that the school rules and Stay on Green behaviour charts are displayed and used consistently.
 - Class teachers should regularly review the behaviour expectations with the children in Circle Time to ensure that everyone is clear about our expectations.

We aim to foster the following qualities in our children:

Key behaviours in learning	Key behaviours in social skills
Curiosity Tolerance Collaboration Flexibility Resilience Respect Self-belief	Sportsmanship Kindness Respect Tolerance Honesty Sharing Friendliness

Alexandra Primary School Golden Rules

Do be gentle and kind!

Don't hurt anyone or anyone's feelings!

Do work hard!

Don't waste your or other people's time!

Do be honest!

Don't cover up the truth!

Do listen to people!

Don't interrupt!

Do look after property!

Don't waste or damage it!

Do keep yourself healthy and safe!

Don't put yourself at risk!

These rules are in every classroom and regularly referred to in assemblies and throughout the school day. They support the children in understanding the expectations around 'green behaviours'

Whole School behaviour policy- Stay on Green

The principle behind this system is:

- That all pupils have the opportunity to make positive choices about their behaviour and influence outcomes
- That teachers integrate a system within daily teaching in order to promote positive behaviour and effective behaviour management skills
- Pupils who consistently follow the rules are noticed and rewarded

The system allows for the following:

- A consistent approach that can be used by all staff
- Whole class and individual reward system
- Least intrusive approaches are used to manage behaviour
- Teaching of specific behaviours and routines

Rewards

Individual The following colours are positive reinforcement: **Green** Praise

Silver Praise and a sticker

Gold Praise and a Gold sticker.

Consequences

Teachers use least intrusive skills to redirect behaviour. If they decide to move a child's name to the orange or red they must be clear with the pupil what they are doing, and what the pupil can do to change this decision. At least one warning is always provided for pupils in between each stage. Teachers constantly help pupils make the right choices to move themselves back to green and beyond.

The following colours are consequences:

First warning

Orange This provides the opportunity for a pupil to start making the right choices so they can move back to the green. Staff look for opportunities to move pupils back green. Time out in the classroom.

Red Reflection Time out of the classroom for up to 10 minutes with an agreed parallel class. On successful completion of 'Reflection Time' the pupil moves back to green.

In some instances, where serious breaches of the behaviour policy have occurred, children may be sent to SLT. Behaviour will be logged on a blue behaviour incident form and circulated to key staff.

Promoting positive behaviour

Foundation stage

Positive reinforcement of good behaviour. For most children starting nursery or reception class, this is their first experience of a large group and they need to learn important social skills. These form part of the Foundation stage Curriculum and are based on the importance of respect for others, our environment and keeping ourselves safe.

It is very important for our younger children to feel happy, safe and secure. Therefore, clear rules and boundaries must be established as soon as children start school. As soon as they come to school, children begin to be acquainted with the Golden Rules and the Stay on Green system.

Years 1 to Year 6

A clear set of school rules- The Golden Rules- which are consistently applied.

Positive rewards for good behaviour A clear set of consequences for breaking these rules which is consistently applied by all staff. Every child starts every day aiming to 'Stay on Green'.

After lunch time play children can start afresh on green. Parents are encouraged to celebrate their child's positive behaviour. Parents are informed, by the class teacher of any persistent breaking of rules and of good choices being made through silver and gold stickers.

School systems for promoting positive behaviour

Class marble jars	To be started in the Reception Class when the teacher thinks it is appropriate. When the class as a whole is behaving well, the teacher or other adult will award a marble at the end of the session. This signals to the children that they are behaving well. Marbles can also be earned for lining up well for the SMSAs, coming into assembly quietly etc. When the target number of marbles is reached (25 for Rec & KS1, 30 for Years 3 and 4 and 40 for Y5 and 6) they can negotiate a "treat". This might be an extra playtime, a picnic in the garden, a trip to the park or a choosing time. All staff should aim to achieve a treat at least once per half term.
Star of the week Nursery- Year 6	Each week, 2 children are chosen from each class for behaving in a positive way or working well. These children are praised in assembly and known for the week as the stars of the week. They have a certificate to take home. Teachers should keep a central list of their stars of the week
Stickers	These are awarded for positive behaviour and achievements in work.
Other ways	<ul style="list-style-type: none"> • Circle time • Explicit praise for the behaviour/ learning • A "thank you" Showing good work to another class • Visit to the Head teacher
Informing parents	<ul style="list-style-type: none"> • A post card home • Informal and formal communications with parents

Sanctions for inappropriate behaviour

- A verbal explanation and discussion about why the behaviour is inappropriate behaviour.
- Child modelled how to apologise Child moved from the green area of the behaviour chart to the orange.
- Second warning given child moved from the orange area of the chart to the red and is given time out from the activity

Consequences/Sanctions

The consequences of breaking a rule are the same for all children. It is important that there is consistency in the application of the consequences. The consequences must be applied in the following order:

1. Warning/verbal reminder/name on the board
2. Moving to Orange on the 'Stay on Green' chart and given time out from the activity
3. Moving to Red on the 'Stay on Green chart'. Sent for time out with parallel class or Phase Leader. The Class Teacher will record the child's name on a blue behaviour incident concern form with details of the behaviour incident.
4. Teacher's should communicate with parents if a child has exhibited behaviour that was recorded on a blue behaviour incident form. This must be recorded on a yellow parental contact form
5. If a child has had three behaviour incident forms in a half term, the Deputy Head Teacher (DHT) will meet the parents and the class teacher
6. If a child continues to make poor choices, then a follow up meeting with the DHT and the Inclusion Manager will be arranged with the parents to draw up a plan.

All incidents where behaviour is a concern will be logged on a blue behaviour incident form and this will be circulated from the class teacher and teaching assistant and then on to the Senior Leadership Team (SLT). On occasions when parents have been spoken to about their child's behaviour, a yellow parental contact form will record the conversation and actions to be taken. There may be occasions when the behaviour is so serious that the initial consequences do not apply. Therefore, the child will be sent to the SLT and they will liaise with parents directly as necessary.

All bullying incidents are recorded on a blue behaviour incident form. Parents will be informed of all such incidents. Exclusion will be considered in cases of extreme or persistent poor behaviour.

Vulnerable Pupils

During their time at school, some pupils will require extra support in managing their behaviour. For those children we put the following in place.

- Social skills groups for children who present particular difficulties.
- Mentoring by SLT through behaviour chart system
- Restorative justice meetings for pupils facilitated by the Learning Mentor/ Senior Member of staff
- Re-integration meetings with pupils returning from exclusion
- Organised/'Zoned' playground activities with adult led and supervised team games as well as resourced quiet areas
- Alternative play opportunities (Chill Out Club) at lunchtime for children who find the long period difficult.
- Engaging with outside agencies for support.

In some cases, pupil's behaviour will be tracked daily on a behaviour support form that is signed by SLT and logged. This information will allow staff to have a full picture of the behaviours and will contribute towards:

- Individual Behaviour Plan
- Pastoral Support Programmes
- Support from the Tri Borough Alternative Provision (TBAP)

If a pupil is excluded from the school, this will be undertaken within the Haringey Exclusion Guidelines. On returning to the school, a plan will be developed to support the pupil's reintegration into the classroom.

Positive Handling

In order to maintain firm boundaries of acceptable behaviour and ensure the safety of all staff and pupils, it will be necessary at times to use approved methods of physical restraint with some pupils. This point should only be reached when all possible options for giving the pupil time/space to regain self-control have been exhausted. After any restraint has taken place, staff must complete a blue behaviour incident form. This form must be completed as soon after an incident as possible and given directly to the Deputy Head Teacher or Head Teacher.

Fixed-Term and Permanent Exclusions

We do not wish to exclude any child from school, but sometimes this may be necessary.

- All staff has an active responsibility to intervene at any point or any stage where behaviour is deemed to be inappropriate. The Head teacher can undertake exclusions.
- Internal Exclusion requires a student to be excluded from all contact with classmates during the school day including break times & assemblies and to be supervised by a member of SLT with the parent or carer formally informed of the actions.
 - The School has adopted the standard national list of reasons for exclusion, and the standard guidance, Exclusion from maintained schools, academies and pupil referral units in England (September 2017). We refer to this guidance in any decision to exclude a child from school.
 - Only the Head Teacher has the power to exclude a child from school. They may exclude a child for one or more fixed periods, for up to 45 days in any one school year.
 - In extreme and exceptional circumstances, the Head Teacher may exclude a child permanently. It is also possible for the Head Teacher to convert a fixed-term exclusion into a permanent exclusion, if the circumstances warrant this.
 - If the Head teacher excludes a child, either they or the Deputy Head teacher informs the parents immediately, giving reasons for the exclusion. At the same time, they will make it clear to the parents that they can, if they wish, appeal against the decision to the governing body. The school informs the parents how to make any such appeal. The Head teacher will also write to parents informing them that their child has been excluded.
 - The Head teacher informs the Local Authority and the governing body about any permanent exclusion, and about any fixed-term exclusions beyond five days in any one term. The Governing Body itself cannot either exclude a child or extend the exclusion period made by the Head teacher.

- The Governing Body has a discipline committee which is made up of between three and five members. This committee considers any exclusion appeals on behalf of the governors. When an appeals panel meets to consider an exclusion, they consider the circumstances under which the child was excluded, consider any representation by parents and the Local Authority, and consider whether the child should be reinstated. If the governors' appeals panel decides that a child should be reinstated, the Head teacher must comply with this ruling.

The Child's Responsibilities

- The expectations and rules of Alexandra Primary School are displayed in each classroom. These rules are regularly explained and discussed with children.
- The core expectation of behaviours we require from children at Alexandra Primary School, in and out of the classroom are:

Behaviour Outside of School

Alexandra Primary School expect pupils to represent the school positively in the local community and whilst on school trips. Our behaviour code applies to off-site trips and visits. For behaviour outside of school but not on school business, sanctions will apply if there is a clear link between that behaviour and damage to the reputation of the school or maintaining good behaviour and discipline amongst the pupil body as a whole. It is the school policy for children who are old enough to go home without an adult at the end of the school day, do so immediately with due respect for our local neighbours and community. Upholding our school values and positively representing our school whilst in our community is very important.

Staff Responsibilities

Staff ensure positive learning behaviour through:

Implementation of best practice in learning and teaching:

- *Quality first teaching* (inclusive, fun & inspiring) supported by outstanding planning and ongoing assessment that informs planning as well as lessons which are in process.
- *Marking which provides feedback* that encourage positive learning and 'can do' attitudes as well as marking dialogue between teacher and pupil through blue and green pen questions
- *Avoiding an over reliance on 'time out'* in other classrooms as this admits a teacher's inability to cope, undermines their authority, severely restricts learning opportunities and quick re-integration and can cause greater disruption to other classes.
- By utilising a variety of positive redirection techniques (see Appendix) e.g. choice direction e.g. 'You can either complete this work now or you can complete it at playtime, it is your choice.'
- By taking pupil concerns seriously and applying the school's policy on bullying fairly and with an awareness that bullying occurs in every school and is a hindrance to a positive learning climate for both pupils and adults.

The Parents'/Carers' Responsibilities

For pupils to achieve to their full potential it is essential that there are links and clear communications between home and school. Central to this, is the understanding that teachers, parents and carers all want their children to succeed and be safe and happy within school.

Parents can support their child to adhere to the expectations of the school community by:

- Explaining to your child what school is for: a place for learning where he/she will be living with other people and that means sharing – books, equipment, adult attention and co-operating with others.
- Upholding our school values and positively representing our school whilst in our community.
- Helping your child with his/her learning: This means showing an interest in what your child has done at school, sharing reading books, ensuring homework is completed, looking after and returning borrowed books or resources (books are expensive and we may have to charge up to £5.00 to replace damaged or lost books)
- Attending parents' meetings and open evenings to discuss your child's progress with the class teacher.
- Sending your child to school, every day, on time. If he/she is not well enough to come, make sure you inform the school and ensure that he/she returns at the earliest opportunity.
- Sending your child to school ready to learn: Children need to concentrate to learn, and therefore need to be fit and well, to have had enough sleep, to have eaten, and to be suitably dressed.
- Communicating with the school any special medical needs: Or any special circumstances at home that may affect your child's learning.
- Acting on messages from the school: This may mean praising your child at home for actions at school or discussion and sanctions at home to support those imposed at school as well as understanding that undermining your child's teacher in front of your child will create further situations that may be very difficult to repair.
- Supporting the school. Any worries or concerns should be shared first with the class teacher. It is not always appropriate to voice your concerns in front of your child or other children in a public place. Make an appointment. We are always willing to listen and come to a shared understanding.
- Understanding that the school can act to prevent and stop bullying. Bullying takes many different forms and the school will always take a balanced view and listen to all sides of a story before acting.
- By not attempting to deal with issues yourself through conversations with children or other parents in the playground.
- Understanding that children also learn from watching the behaviour and actions of their parents and siblings. If the parent/carer criticises the school or acts in an antisocial way, the child will do the same, and this will affect his/her learning. Parents/carers who do not co-operate reasonably with school staff or who become

abusive will be asked to leave the school premises and will not be allowed back until the situation has been resolved.

Please note: During the school day all parents, carers and visitors must report to the school office before contacting any other member of the staff or children. It is not acceptable for parents to approach staff when they are teaching. Equally, it is inappropriate for parents to approach support staff directly about their child's behaviour without first consulting the class teacher, Deputy or Head teacher. Additionally, it is inappropriate for parents to canvass and seek the views of other parents in relation to behaviour issues specific to their child.

Sexualised Behaviour

Whilst it is normal for children to exhibit curiosity with regards their own bodies and physical development, it is essential that clear boundaries are set to protect all children from abuse and to reflect cultural and societal expectations.

It is appropriate to discuss incidents with the child, suggest alternative games, make a record of event and inform designated safeguarding lead (DSL).

If a child discloses inappropriate serious sexual behaviour involving other children or adults it is **the legal duty of the adult** to inform the Designated Safeguarding Lead immediately. Repeated or serious sexualised behaviour will result in a referral to Children's Social Care/Police Services

Pupils with Special Educational Needs & Disabilities

To be fully inclusive, the school expects the same standards of safe and respectful conduct from all of its pupils. This behaviour policy applies to all pupils who attend the school however, the school acknowledges its duty not to discriminate on the basis of special educational need or disability and that it has a duty to make reasonable adjustments to ensure that all children are included and receive their education entitlement. For children with additional needs who present behavioural challenges, the school will additionally seek the support and advice of external agencies. Reasonable adjustments may include changes to timetabling, to the received curriculum and the provision of resources and scaffolds such as visual timetables and additional adult support.

Bullying

Bullying can happen anywhere, however it prevents equality of opportunity and it is everyone's responsibility to prevent it from happening and to deal with it robustly when it does occur.

What is bullying?

There is no legal definition of bullying, however, the DfE defines bullying as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

The Anti-Bullying Alliance defines bullying as:

- Intentional, repetitive or persistent
- Hurting of one person by another, where the relationship involves an imbalance of power

At Alexandra Primary School, we encourage the children to understand that when an unkind act happens

Several Times On Purpose or STOP, then it is bullying.

Bullying can be physical, verbal or emotional by a single person or a gang.

There are four main types of bullying. All of these types of bullying can take the form of Homophobic/Racist/Ability or gender based bullying:

- Verbal: Verbal bullying is when someone is called names, threatened and made to feel bad
- Physical: Physical bullying is when someone is hit, punched, pushed or have their personal items stolen and any other kind of physical, aggressive contact
- Social: Social bullying is when someone is left out of games, deliberately ignored and has bad things spread about them and made to feel like an outsider
- Cyber: This type of bullying can be chat rooms, online, instant messaging, on a mobile phone or even e-mails(see also appendix E which details the schools response to Cyber Bullying)

What can the school do?

We have a child friendly Anti-Bullying Policy that ensures children are clear about their rights and responsibilities. We encourage all children to approach adults when they are upset. We are a **'telling' school**. Where bullying is suspected, teachers will speak to all the children involved and try to find out the cause of the issue. This process will often involve discussions about what happened and why. This investigation is documented and shared with parents and carers. Children will be encouraged to understand what has gone wrong, reflect and confront the impact of what they have done. All serious reported incidents are recorded on blue behaviour incident forms which are regularly reviewed. If there are repeated issues involving the same child then the school uses social skills groups, learning mentors,

increased playground supervision including peer mediators, circle times in class, lunchtime clubs. On rare occasions of serious & sustained bullying, children may be excluded.

The school supports the victim and the perpetrator equally to address bullying incidents through our Restorative Justice approach. We firmly believe that prevention is better than cure. so we:

- Have a child friendly anti bullying policy so children are clear about their rights and responsibilities regarding bullying
- A Personal Social, Health & Citizenship Education curriculum which addresses social issues such as bullying and an annual anti bullying week
- Have organised/'Zoned' playground activities with adult led and supervised team games as well as resourced quiet areas
- Use of peer mediators, learning mentors and playground buddies
- Have a lunchtime time chill out club for pupils who struggle to cope in the playground.
- Regular training for staff in behaviour management, including identifying and dealing with bullying
- Regular class circle time which is used to address bullying and explore issues of feelings/friendship/asking for help when needed
- Each class has a 'Problem & Praise Box' through which children are provided with a further opportunity to report bullying and anxieties.
- Pupils are regularly reminded of our referral systems for bullying: self-referral (this is when a child is directly involved in an incident); peer referral (when a child has witnessed an incident but is not directly involved); parent/carer referral (when a parent raises a concern about bullying). We have clear referral routes for all pupils if they feel victimised.
- We actively follow-up all incidents as this is crucial to pupils feeling confident that the school has taken the incident seriously and that action will be taken.

Procedure for Dealing with Bullying

All complaints to go to the Class Teacher or Learning Mentor before reporting it to the Deputy Headteacher then Headteacher as class teachers are often best placed to have a deeper understanding of the situation and to investigate. This member of school staff should establish the circumstances of the incident(s) by speaking to any adults or pupils who witnessed it. Records should be made of the content of the discussions and witness statements taken where appropriate.

- Stress that watching and doing nothing is supporting (some children prefer this as an option). See it, stop it, report it.
- Be aware and directly tackle any racist, sexist or homophobic/transphobic language. This is unacceptable in our school.
- Decide whether the incident constitutes bullying. Any incident involving aggression or verbal abuse must be recorded using a blue behaviour incident form.
- Involve parents and explain action taken, why and what they can do to reinforce and support. Communicate report to parents and make a record of all contact with parents using a yellow form.
- Give support to both the victim and the bully. The victim needs self-esteem and self-value. The child who is bullying, needs to work with others (co-operation rather than competition).

- Reward non-aggressive behaviour and help children to see other points of view:
“How would you feel if.....”
- Follow up, to support victim and prevent reoccurrence (monitor closely) involving the Learning Mentor where appropriate.
- Make clear to parent the unacceptability of bullying, eg. We have a *no ‘hit him back’* attitude.

Related School Policies

- Learning & Teaching policy
- Safeguarding policy
- Appropriate Use of Force to Restrain Pupils Policy
- Inclusion Policy
- Equal Opportunities Policy
- ICT security and procedures policies
- Complaints Policy
- PSHCE Policy
- See also DfE Cyberbullying Advice for Headteachers & Staff, DfE 2014
- Exclusion from maintained schools and academies and pupil referral units in England September 2017
- Child friendly Anti-Bullying Policy