



ORMISTON
SIX VILLAGES
ACADEMY



OAT BEHAVIOUR POLICY

Approved by the IEB: June 2017
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Insert Academy Name

Behaviour policy

Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	
Date approved by committee	
Date ratified by LGB (if required)	
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Ormiston Academies Trust

Behaviour policy

Policy Version Control

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I. Policy statement and principles

I.1 Policy aims and principles

We are dedicated to ensuring that our academy environment supports learning and the wellbeing of students and staff through a strong sense of community cohesion. Cooperation, support, and respect are the foundations of our community and we work hard to provide a safe academy where students feel included in every aspect of academy life and comfortable to voice their opinions.

This policy outlines what we expect from all our students in terms of their behaviour, and the sanctions that will be enforced if this policy is not adhered to. It extends to all members of our academy community. Good behaviour and self-discipline have strong links to effective learning, and are vital for students to carry with them both during and after their academy years.

We believe that all students should be aware of the standards of behaviour that are expected of them, and take responsibility for promoting these standards. We hope that by encouraging positive behaviour patterns we can promote good relationships throughout the academy built on trust and understanding, and that through the use of this policy we can support all of our students in developing a high level of social awareness. Our aim is to ensure that all our students leave the academy with the key skills they need to continue to progress to the best of their ability in all areas of life.

The Principles

We believe that in order to enable effective teaching and learning to take place, good behavior in all aspects of Academy life is necessary. We seek to create a caring and learning environment in the Academy by:-

- Promoting good behavior and discipline
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect
- Ensuring fairness of treatment for all
- Encouraging consistency of response to both positive and negative behavior
- Promoting early intervention
- Providing a safe environment free from disruption, violence, bullying and any form of harassment
- Encouraging a positive relationship with parents and carers to develop a shared approach to involve them in the implementation of the school's policy and associated procedures

We have the responsibility to apply this policy in all aspects of what we do and to be consistent and fair in the implementation of any sanction or actions when so doing.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2 Complaints

All complaints are dealt with under the **OAT Complaints Policy**.

Complaints should be made in writing and will follow the OAT complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated in writing.

1.3 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Principal or IEB in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Roles and responsibilities

Academy

The academy understands that the first step to modelling good behaviour is to lead by example, which means that all staff, volunteers, and anyone else who comes to the academy must act responsibly and professionally, and will never denigrate students or colleagues. We work hard to ensure that discipline is consistent across the academy so that behaviour boundaries and sanctions are clear to all and are applied fairly, proportionately, and without discrimination, taking into account special educational needs and disabilities as well as the additional challenges that some vulnerable students may face.

Staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority.

We work with parents to understand their children and their behaviour and believe that in conjunction with behaviour boundaries and sanctions, good support systems, praise, and rewards for good behaviour are an important part of building an effective learning community.

The academy will report behaviour, good or bad, to parents regularly. We encourage parents to communicate with the academy if they have a concern about their child's behaviour, and we will do as much as is possible to support parents as and when they need it. We promote good behaviour within the academy curriculum and reminders of academy rules and expected standards of behaviour are up on walls in classrooms and situated around the academy.

Staff are a constant presence around the academy, before and after the academy day, in-between classes, during breaks in the academy day, and at lunch times, to check that students are using the academy grounds respectfully and behaving appropriately.

The academy will take all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We aim to combat bullying and other harmful behaviour using, amongst others, preventative strategies through the active development of students' social, emotional and behavioural skills.

Parents

Parents play a big part in ensuring that their children are responsible for their own behaviour in academy. We ask that parents respect and support the academy's behaviour policy and the authority of academy staff. Building academy life into a natural routine – ensuring that your child is at Ormiston Six Villages academy on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to academy rules and procedures.

We ask parents to work with the academy in support of their child's learning, which includes informing the academy of any special education needs or personal factors that may result in their child displaying unexpected behaviour. We ask that parents be prepared to attend meetings at the academy with staff or the principal to discuss their child's behaviour and to adhere to any parenting contracts put in place.

In the case of exclusions, we ask that parents provide appropriate supervision for their child during the time that they are excluded from the academy and, if invited, to attend a reintegration interview at the academy with their child.

Students

Ormiston Six Villages Academy expects all of its students to show respect to one another, to academy staff, and anyone else that they may meet. Incidents of bullying, denigration, or bringing intentional harm to other students or staff will not be tolerated.

Students are ambassadors of our academy even when off academy premises, and we expect them to act accordingly. They are expected to obey academy rules, listen, follow instructions by staff, and accept and learn from any sanctions that they receive. This extends to any arrangements put in place to support their behaviour, such as pastoral support programmes or parenting contracts.

Academy work and homework should be well presented, completed to a high standard, and handed in on time. Failure to hand in work on time will lead to disciplinary sanctions. If students are struggling to meet the requirements of their workload for any reason, they should discuss this with their tutor who will work with them to draw up a support plan.

3. Academy behaviour

Academy rules that apply at all times to all members of the academy community are detailed below. All of these rules also apply when travelling to and from Ormiston Six Villages Academy.

- Always be on time
- Keep your appearance smart and tidy
- Wear regulatory academy uniform at all times to and from academy
- Rude, derogatory, racist or defamatory language will not be tolerated
- Be considerate of your peers and the extended community
- 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
- Be polite and respectful at all times
- Respect and look after the academy premises and environment, both on the academy site and outside
- Do not litter or vandalise academy property in any way
- Unauthorised absence from academy will not be tolerated
- Health and safety equipment is only for use in emergency situations and should not be tampered with under any circumstances
- Disobeying staff will not be tolerated
- Under no circumstances will illegal or inappropriate items be brought into academy
- Gambling is not allowed on academy property

The following items are not allowed in the academy under any circumstances:

- Alcohol and drugs
- Cigarettes, matches, and lighters
- Chewing gum
- Weapons of any kind
- Material that is inappropriate or illegal for children to have; such as racist, radical / extremist or pornographic material

3.1 Attendance

Regular attendance at Ormiston Six Villages Academy is required by law, and we take attendance very seriously.

A register is taken daily and at the start of each lesson. Disciplinary action will be taken against any students who are discovered to be truanting or are repeatedly late.

Parents or carers will be contacted to discuss possible reasons for attendance issues and any support systems that could help. More information can be found in the academy's **attendance policy**, which can be found on the academy's website.

3.2 Uniform and appearance

Effective teaching and learning needs proper organisation, and this starts with a smart and tidy appearance which helps to instill discipline and pride in appearance in students, and reduces the risk of distraction in lessons.

Details of our uniform can be found in the academy's uniform policy which can be found on the academy's website.

The academy uniform should be worn by all students, in line with the Uniform and Dress Code Policy. Students who come in not wearing the correct academy uniform may work in the Supervised Learning centre or in extreme cases parents may be asked to collect them.

3.3 Unacceptable behaviour

The following behaviour is regarded as completely unacceptable and will result in disciplinary action and possibly exclusion from the academy on a fixed-term or permanent basis. For more information on exclusions, see our **exclusion policy**, which can be found on the academy's website.

- Verbal abuse to staff and others
- Verbal abuse to students
- Physical abuse / attack on staff
- Physical abuse / attack on students
- Indecent behaviour
- Damage to property
- Misuse, possession or supplying illegal drugs or alcohol
- Misuse of other substances
- Theft
- Serious actual or threatened violence against another student or a member of staff
- Sexual abuse or assault
- Carrying an offensive weapon
- Arson
- Persistent defiant behaviour
- Unacceptable behaviour which has previously been reported and for which academy sanctions and other interventions have not been successful in modifying the student's behavior

3.4 Drugs

The academy will not tolerate drug use of any sort on academy property or during off-site academy activities. The academy takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in academy. However, if medication is required during the academy day then there must be a note of it made in their student planner or a letter held by the First Aid Officer.

Medication

We are aware that it may be necessary for some students to take medication during the academy day. Parents should make the academy aware of this in writing as soon as their child starts taking the medication and a note made on SIMS. Medication can be stored in the medicine cabinet in the First Aid Officer's office. Please note that academy staff do not administer medication.

3.5 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

3.6 Bullying

We want to make sure that all students feel safe at the academy, and accepted into our academy community. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our behaviour policy and will not be tolerated, whether it is a one-off incident or an ongoing campaign. Please refer to our Anti Bullying Policy which can be found on the academy's website.

Bullying can be verbal, cyber or physical and can be directed at both staff and students. The academy practices a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and everything we do at the academy. It is made very clear to students 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

If an allegation of bullying does come up, the academy will:

- Take it seriously
- Act 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 'bully' 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
- Make sure that the 'bully' understands what they have done and the impact of their actions – it is important that children who have harmed another, either physically or emotionally, redress their actions
- Ensure that if a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used
- Consider a fixed term or permanent exclusions in cases of repeated / severe bullying

4. Disciplinary sanctions

The academy operates using the following disciplinary measures:

Sanctions **Examples of use (this is not an exhaustive list and sanctions applied will depend on individuals circumstance)**

<i>Verbal</i>	Low level disruption to learning e.g. Not paying attention calling out
<i>Teacher Detention</i>	Repeated disruption, failure to complete homework
<i>HOD Detention</i>	Inappropriate response to staff, foul/inappropriate language/behavior in school Failure to attend Teacher Detention
<i>Isolation/SLT Detention/SLC</i>	Persistent Bullying, Verbal abuse of staff, Theft, Persistent disruption to lesson
<i>Fixed term exclusions</i>	High level assault, Dangerous intimidating behavior, Persistent disruptive behavior, repeated defiance
<i>Permanent exclusions</i>	Possession of contraband materials i.e. drugs/weapons Repeated disruption to teaching and learning that impacts on the running of the Academy.
<i>Searching and confiscation</i>	<p>Staff members are authorised to use confiscation as a disciplinary sanction if it is lawful. This means that staff may confiscate or seize items in the possession of students that are illegal, or banned by the academy. It is our first priority to ensure that students are in a safe and secure environment when they are in our care, and any items that may jeopardise the safety of other students or themselves will be taken off students without notice.</p> <p>A teacher or someone who has lawful control of the child can search a student with their permission to look for any item that the academy’s rules say must not be brought into academy. Principals and / or members of staff authorised by them have the power to search a student without the student’s consent if they suspect they are in possession of ‘prohibited items’. Prohibited items that can be searched for without consent include:</p> <ul style="list-style-type: none"> ▪ Knives or weapons ▪ Alcohol or drugs ▪ Stolen items ▪ Tobacco and cigarette papers ▪ Fireworks ▪ Pornographic images ▪ Articles that have been or could be used to commit an offence or cause harm ▪ Any item which the academy rules identify as an item for which a search may be made <p>Staff can 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.</p> <p>Where appropriate the items seized may be handed over to the police.</p> <p>Any cigarettes confiscated in academy will be destroyed.</p> <p>Following searching and confiscation of items the academy will speak to the parents</p>

	concerned. Any items confiscated, destroyed or deleted will be recorded by the academy.
<i>Use of force</i>	<p>The academy does not encourage the use of force and it will be used very rarely in special circumstances. 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.</p> <p>Academy staff can use such force as is reasonable in the circumstances to prevent a student from doing, or continuing to do, any of the following:</p> <ul style="list-style-type: none"> ▪ Committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student); ▪ Causing personal injury to, or damage to the property of, any student (including him or herself) ▪ Prejudicing the maintenance of good order and discipline at the academy or among any students receiving education at the academy, whether during a teaching session or otherwise <p>All staff at the academy have the authority to use force when reasonable, and this extends to any other person whom the principal has given the responsibility to be in charge or in control of the students. Staff can also use this power when they are lawfully in charge of students but off the academy premises – i.e. on an academy trip.</p> <p>Following serious incidents involving the use of force, the academy will speak to the parents concerned. It is up to the academy to decide whether it is an appropriate occasion to report the use of force to parents.</p> <p>Such serious incidents involving the use of force will also be recorded by the academy.</p>

Sanctions are adapted relating to the seriousness and frequency of the behaviour. Records will be kept of all sanctions imposed upon pupils for serious misbehavior.

4.1 Regulating student's offsite conduct

Students who are caught or known to have been misbehaving on the way to or from the academy, or near the academy premises, will be disciplined by the academy. This also applies to students who break academy conduct during work experience, academy trips, or extended academy activities such as sports events, or any event where poor behaviour might jeopardise the chances of future students participating.

In addition students who seek outside of academy hours to bully or otherwise cause harm to other students at the academy whether through cyber bullying or other ways may be subject to sanctions under the behaviour policy as if their actions had taken place whilst at the academy itself.