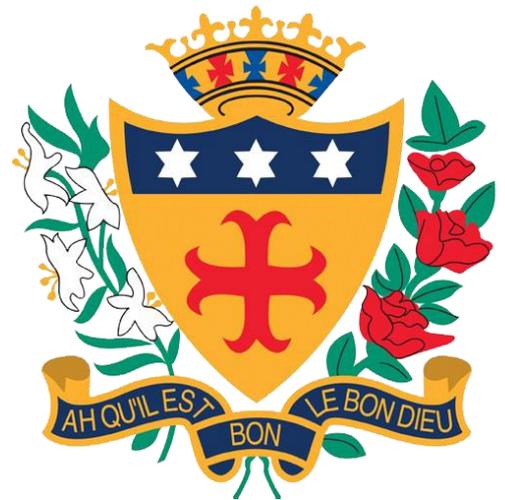


Notre Dame Catholic College

180 Great Homer St,
Liverpool L5 5AF



Behaviour Management Policy (Part 1)

Policy Owner	Approved by	Approval date	Review frequency	Issue No.
E Brennan	EB / Governors	25/09/2020	Annual	8

Opening Hearts, Minds and Doors

Behaviour Management Policy (Part 1)

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Why do we have this Policy?

At Notre Dame Catholic College we strive to reflect Gospel values in all our relationships. The inherent quality and value of each individual pupil is recognised. Good **behaviour for learning** in the school community depends on relationships based on mutual trust and respect. We recognise that positive responses and affirmation are the means by which we can **maximise behaviour for learning and ensure all students can achieve great things at Notre Dame Catholic College**. In particular we have this policy to:

- ❖ Assist pupils to express themselves correctly and appropriately and to promote self-discipline and self-esteem.
- ❖ Encourage good **behaviour for learning** and respect for others and to prevent bullying of any kind.
- ❖ Provide opportunities for pupils to take responsibility for their own behaviour for learning.
- ❖ Ensure that pupils' behaviour is acceptable to the community at large.
- ❖ To enable effective teaching and learning to take place by having good behaviour for learning in all aspects of school life
- ❖ Create an environment in which pupils feel safe **and are able to achieve more than they thought they could**.
- ❖ Encourage pupils to have respect for their learning environment, facilities and equipment.
- ❖ Encourage pupils to be equipped for learning with the appropriate equipment.

Legislation

This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Education Act 2011
- The Equality Act 2010
- The Education and Inspections Act 2006
- The Health Act 2006
- The School Information (England) Regulations 2008, and the amendments made in 2012 (as amended)

This policy also has due regard to DfE guidance, including, but not limited to, the following:

- DfE 'Behaviour and discipline in schools' 2016

This policy should be used in conjunction with the following school documents:

- ❖ Exclusion Policy
- ❖ Uniform guidance
- ❖ Home-School Agreement
- ❖ Code of Conduct

Definition

The phrase 'behaviour for learning' conceptualises the following three relationships experienced by a pupil:

- ❖ Their relationship with themselves, e.g. their self-confidence as a learner
- ❖ Their relationship with others, e.g. how they socially interact
- ❖ Their relationship with the curriculum, e.g. how best they learn

How does the school respond?

1.1. Staff members will:

- ❖ Maintain a positive and well-managed learning environment.
- ❖ Use the school's reward system and hierarchy of sanctions to promote good **behaviour for learning. (See Pg 11 & 12)**
- ❖ Use the rules and consequences outlined in this policy clearly and consistently.
- ❖ Treat all pupils fairly and equally, seeking to raise their self-esteem and develop to their full potential.
- ❖ Undertake comprehensive planning to provide challenging, interesting and relevant lessons, which are appropriate to the age, ability and individual needs of pupils.
- ❖ Record all behavioural events, both positive and negative, on the school's **management information system, Class Charts**, by following the correct reporting procedure.
- ❖ Raise any concerns regarding pupils' **behaviour for learning** with the relevant curriculum leader, form tutor or **head of year**.
- ❖ Take the necessary steps to effectively manage pupil behaviour.
- ❖ Support other members of staff with behavioural issues involving individual pupils or groups of pupils.
- ❖ Liaise with other members of staff, **Directors of Behaviour** and the **senior leadership team (SLT)** in order to implement effective behaviour management.
- ❖ Organise detentions where appropriate.
- ❖ Intervene promptly when they encounter poor **behaviour for learning** or unexplained absence.
- ❖ Immediately contact the **headteacher and the rest of the SLT** when there has been a serious breach of the school's **Code of Conduct**.
- ❖ Contact parents/carers regarding their child's behaviour where necessary.
- ❖ Continuously keep parents/carers informed of any behavioural management issues concerning their child e.g. **via Class Charts, letters, phone calls etc.**

- ❖ Act in accordance with the school's **Exclusion Procedure** when dealing with more serious breaches of school conduct.
- ❖ Monitor the attitude, effort and quality of the pupils' work.
- ❖ Make referrals to external agencies where necessary
- ❖ Inform the **Directors of Behaviour/SLT** of relevant behaviour data and trends.
- ❖ Ensure that all records are kept up-to-date e.g. serious incident log, **class charts etc.**
- ❖ Consistently develop their understanding of behaviour for learning and relevant techniques as part of their CPD.
- ❖ Every member of staff has the responsibility to establish orderly conduct of pupils in school, both within lessons and around the school site, as well as implementing this policy both fairly and consistently
- ❖ Every teacher should have a presence in the corridor, close to their teaching area, between lessons to encourage an orderly and punctual transition between lessons.
- ❖ All staff have a responsibility to address incidents of poor **behaviour for learning** if they encounter them as they move about the school. In serious cases of unacceptable behaviour, or if a serious incident has taken place, staff should seek the assistance of a senior member of staff. The member of staff who witnesses the incident should then record this on **class charts**. Staff powers to discipline are at the discretion of the Headteacher;
- ❖ All staff will be positive ambassadors of the school at all times, through their professional behaviour and conduct.
- ❖ The school uses the **Class Charts** behaviour management system to record incidents of positive and negative behaviour. The school will respond to feedback from parents/carers regarding information held in these management systems.
- ❖ Heads of Departments, Heads of Year and Assistant Heads of Year should check the **Class Charts** system daily;
- ❖ Every teacher has the responsibility to ensure that pupils follow the school code of conduct. Pastoral staff will follow the pastoral procedures for equipment checks and uniform infractions during form time.
- ❖ Pupils are to wait quietly outside the classroom until invited to enter by the teacher.
- ❖ Pupils should sit (in a seating plan) as directed by the teacher.
- ❖ **Behaviour for learning** deemed to be acceptable should be encouraged, affirmed and rewarded.
- ❖ When poor behaviour for learning is identified sanctions will be implemented consistently and fairly in line with this policy.
- ❖ **Behaviour for learning** which prevents others from learning and/or which is lacking in respect should be dealt with immediately and appropriately according to the current disciplinary procedures **(See pg 12)**.
- ❖ Disruptive pupils **should** be removed from a lesson and referred to the Head of Department or other designated members of staff as a result of persistent poor **behaviour for learning (See behavior for learning ladder for clarification of C3s)**
- ❖ Members of SLT have a rota. Staff may call for assistance or to have a pupil removed to the 'Referral Room'. Staff will ensure the health and safety of the pupils and any requirements in relation to safeguarding and pupil welfare.

- ❖ Pupils who find it difficult to manage their own **behaviour for learning** will have the opportunity to access the referral room and to take part in special programmes led by the pastoral team or external agencies.
- ❖ The Headteacher and staff authorised by the Headteacher, in consultation with parent/carers, have the authority to work with other local agencies to assess the needs of pupils who display disruptive **behaviour for learning**.
- ❖ Where necessary, teachers will undertake INSET in order to be best placed to implement a variety of **behaviour for learning** management strategies.
- ❖ All departmental handbooks will contain specific reference to the appropriate disciplinary procedures.
- ❖ Staff may give a detention to a pupil without parental consent, but the member of staff must act reasonably when imposing a detention. **Parents will receive notifications of detentions via Class Charts. If a student does not attend their detention they may be placed in the referral room the following day.**
- ❖ Staff may search a pupil and their possessions, with their consent, for any item. If a personal search is considered necessary it is to be carried out by a person who is the same sex as the pupil involved and is to be witnessed by a person of the same sex.
- ❖ The Headteacher and staff authorised by the Headteacher have the power to search pupils or their possessions without consent where they suspect the pupil has a prohibited item (knives and weapons, alcohol, illegal drugs, stolen items, tobacco or cigarette papers, fireworks, pornographic images, inflammatory materials of a religious, political, racist, homophobic or sexist nature, or any item that could be used to commit an offence, injury or damage to property). These items will be disposed of as seen fit by the school but never given back to the pupil. Knives, weapons, pornographic and/or any other illegal material will be handed to the police.
- ❖ Pupils are strongly advised not to bring mobile phones to school. The use of mobile phones, by pupils, during the school day is not permitted. If a member of staff sees or hears a mobile phone it will be confiscated.
- ❖ Staff are allowed to confiscate mobile phones or electronic devices without consent, and data or files can be examined if there is a good reason to do so, which may result in the need to erase files or data before returning the device, if it is felt they could cause harm, disrupt teaching or break the school rules. The Headteacher or staff authorised by the Headteacher will decide if this course of action is suitable. Staff must ensure, where possible, that another member of staff is present when an item is confiscated. The device should be placed in a sealed envelope which is clearly labelled with the name of the pupil, the member of staff involved, the name of the witness, the date and the time of confiscation. On the first confiscation incident the device may be collected at the end of day by the pupil. Subsequent confiscations will require a parent/carer to come to the school to collect the mobile phone/device. Staff are protected from liability for damage to or loss of any confiscated items. The use of mobile phones by pupils is restricted unless authorised by the Headteacher
- ❖ Fizzy drinks will be confiscated and destroyed by staff
- ❖ Any pupil who brings drinks/confectionery, **in multiple quantities**, onto the school premises without the permission of the Headteacher, will have their goods confiscated and destroyed. **The selling of drinks/confectionery is strictly prohibited within the school grounds without the permission of the headteacher. Staff will use their professional judgement in deciding if a pupil's property needs to be searched for prohibited items.**

- ❖ The standard of **behaviour for learning** expected will be included in the home-school agreement which parents will be asked to sign on their child's admission to the school.
- ❖ The school behaviour policy will be updated annually on the school website and app. Parents will be informed of the availability of the policy on the website/app and encouraged to read the document.
- ❖ Rules, standards and expectations regarding behaviour for learning will be communicated clearly to parents/carers, staff and pupils. The code of conduct (in the pupil planner) will be signed by parents/carers and pupils on an annual basis at the start of the new academic year.
- ❖ Staff have the authority to discipline pupils for misbehaving (non-criminal bad behaviour and bullying) outside of the school premises that has been witnessed by a member of staff or reported to the school. This includes: school-organised or school related activity; travelling to and from school; while the pupil is wearing the school uniform, or in some other way, identifiable as a pupil of the school.

Behaviour and Exclusions

The following list is not exhaustive or exclusive but provides an indication of the sort of behaviour or offence that the school would consider serious enough to merit consideration of a fixed term exclusion or permanent exclusion from school:

- ❖ Physical assault against pupils or adults;
- ❖ verbal abuse / threatening behaviour against pupils or adults;
- ❖ bullying;
- ❖ racism;
- ❖ sexual misconduct;
- ❖ drug and alcohol misuse;
- ❖ damage to property;
- ❖ theft;
- ❖ persistent disruptive behaviour;
- ❖ any conduct that significantly harms the reputation of the school;
- ❖ bringing into school a prohibited item.
- ❖ persistent poor behaviour
- ❖ any conduct which puts the safety of any member of the school community at risk;
- ❖ Not following instructions from staff;
- ❖ any conduct that facilitates, encourages or makes possible, any of the offences listed above;

Prohibited items are;

Knives or weapons or any object that might be perceived to be a weapon or threatening object
Illegal drugs or paraphernalia
Stolen items
Tobacco and cigarette Papers
Fireworks
Pornographic images
Alcohol

Any article that a member of staff reasonably suspects has been, or is likely to be, used to threaten or cause offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

In all these circumstances the Headteacher should consider whether it is appropriate to notify the police.

Should a pupil be suffering, or be likely to suffer, significant harm, staff should follow the school safeguarding policy.

Restraint of Pupils and the use of Force

Notre Dame Catholic College does not use corporal punishment. The guidance from the Department for Education, "Use of Reasonable Force" (May 2012) enables school staff to use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- ❖ Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil).
- ❖ Causing personal injury to, or damage to the property of, any person (including the pupil themselves).

All members of the teaching and support staff have a legal right to use reasonable force for the reasons outlined above and this power may be temporarily extended to people authorised by the Headteacher to take charge of pupils, such as unpaid volunteers or parents accompanying pupils on school activities.

Reasonable force will never be used as a punishment for a pupil – this is unlawful and unacceptable. The school also acknowledges its duty to make reasonable adjustments in the potential use of reasonable force for disabled children or pupils with SEN.

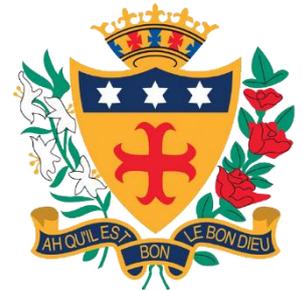
Detailed written records of serious incidents, including those requiring physical intervention by staff, will be maintained by the school and reported to senior pastoral staff, including the Headteacher.

Staff at the school will liaise with parents/carers at appropriate stages in the discipline procedures and any complaints will be dealt with according to the complaints policy, including malicious accusations against school staff. Sanctions used for pupils who are found to have made malicious accusations will be at the discretion of the Headteacher and governing body.

Conclusion

This behaviour policy acknowledges the school's legal duties under the Equality Act 2010 and the Children and Families Act 2014, in respect of safeguarding and in respect of vulnerable pupils and pupils with special educational needs and/or disabilities (SEND).

All staff at Notre Dame Catholic College will work together to ensure a common approach to the development of pupils' ability to manage their own behaviour. All members of the school community should be treated with respect and courtesy, and this behaviour should be extended to all those with whom we come into contact in our families and the wider community. Good behaviour and discipline should be the mark of all pupils of Notre Dame Catholic College.



Home College Commitment

Student's Commitment

I am committed to being a member of the Notre Dame Community. I pledge that I will do my best by trying to:-

- Attend school every day
- Arrive on time to school and be punctual to all my lessons
- Show pride in my school, respect its environment and encourage others to do so
- Not wear make-up or dye my hair or present extreme hairstyles
- Not wear nail polish or have acrylic/false nails
- Have my full uniform, including blazer and black polishable/patent shoes, at all times;
- Remember to always bring my books and other necessary equipment e.g. a school bag big enough for A4 books/folders
- Be responsible for taking home and sharing information provided by the school
- Use my planner to organise my homework and record my achievements
- Treat others with respect, as I would want them to treat me; regardless of race, gender, ethnicity, sexuality, disability or diversity
- Inform an adult if I know of any bullying of myself or others
- Keep my phone turned off and in my bag during the school day
- Not bring onto the school premises any drugs ,weapons, replica or toy weapons, knives or anything else that can be used as a weapon, to cause offence or is intended to hurt others
- Not bring fizzy drinks or multiple confectionery items on to the school premises
- Be a good ambassador for Notre Dame Catholic College in the local community and understand that any misbehaviour whilst wearing school uniform will be treated as if the incident occurred at school

Name : _____

(Block Capitals)

Signed: _____

Date: _____



Parents' / Carers' Commitment

I/we are committed to my/our son/daughter being part of the Notre Dame Community and understand the high expectations and standards that the school demands. I/we accept the need to give full support and to work in partnership with the school to ensure that:-

- He/she attends every day
- He/she does not wear make-up, dye his/her hair or present extreme hairstyles
- He/she has full uniform, including blazer and black polishable/patent shoes, at all times;
- he/she will have the appropriate equipment for all lessons including P.E. kit and a school bag (at least A4 size)
- I/we will keep the school updated with accurate contact details.
- I/we support the vision and values of the school community
- I/we will work in cooperation with staff to resolve issues that might affect my child's work, health, behaviour, attitude, punctuality or attendance
- I/we will treat staff and students with courtesy and respect
- I/we will attend meetings arranged by the school including parents' evening and other appropriate occasions
- I/we will agree to my child's photograph or film/video footage being taken for use by Notre Dame Catholic College.

Parents are asked not to use social networking sites to discuss sensitive issues relating to the school. In particular, please do not discuss any matters of complaint on social networking sites.

If you have any complaint about the school, or a member of staff, you are encouraged to use the existing formal complaints process (details can be found on the school website) or make contact with Mr P Duffy ,Headteacher, immediately.

Name(s): (Block Capitals) _____

Signed: _____

Date: _____



College's Commitment

The school is committed to providing the best possible education for all its students and will work in partnership with parents and carers to achieve this goal. .Therefore we will:

- Provide a friendly and welcoming environment for your child and a secure, stimulating and caring place in which they can learn
- Ensure that your child is valued for who they are and support them to make progress in their spiritual, moral social, emotional, physical and intellectual Development
- Provide a broad and balanced curriculum that is well taught and relevant to their needs and ability
- Work in cooperation with parents/carers to resolve any issues or concerns that may arise
- Contact you promptly if there are any concerns regarding your child's health, punctuality, attendance, behaviour or attainment
- Reward good behaviour, effort and achievement
- Listen and respond quickly to any concerns that you raise

Senior Teacher: _____

Date: _____

Notre Dame Catholic College

180 Great Homer St,
Liverpool L5 5AF



NDCC Behaviour Ladder

Steps	Example of Poor Behaviour or College Rule Violation...	What will the consequence be...
Step	<p>Serious offences related to:</p> <ul style="list-style-type: none"> • Drugs/alcohol • Violence • Dangerous and unsafe behaviour • In possession of a dangerous weapon 	<p>Permanent Exclusion</p>
Step 6	<ul style="list-style-type: none"> • Poor behaviour continues after coming out of referral, failure to meet targets on report card. 	<p>Fixed Term Exclusion (1-3 Days) On return after fixed term exclusion, you will spend the first day back in referral Behaviour monitored in referral. SLT Report card issued for return.</p>
Step 5	<p>If you do not modify your behaviour after being placed in referral for $\frac{1}{2}$ day, such as:</p> <ul style="list-style-type: none"> • Swearing or abusive language (loud enough to be heard) • Refusing to follow instructions - walking away from a member of staff in referral • Derogatory language used towards a member of staff (i.e. shut up, etc.) • Refusing to wear correct uniform provided by the college including inappropriate hair styles / colour or false nails or trainers • Not turning up to or refusing to attend a C3 work catch-up. 	<p>Internal Exclusion - Referral Full Day (9.00am - 3.00pm) Parents/carers notified on ClassCharts Parent App. Behaviour monitored by the Isolation Manager. HoY Report card issued.</p>
Step 4	<ul style="list-style-type: none"> • If you have been given Two C3's in a day (in two separate lessons) or you have truanted a lesson. 	<p>Internal Exclusion - You will be placed in Referral for the remainder of the day - Full Isolation until 3:30pm, kept in at lunch to catch-up on work missed. Unless 2nd C3 is issued during lesson 5, then student is kept behind to catch-up on work missed Parents/carers notified on ClassCharts Parent App.</p>

Step 3	Out of Class	<ul style="list-style-type: none"> Throwing an object, derogatory, abusive or offensive language used but not directed at a member of staff, Out of bounds, aggressive or boisterous behaviour or failure to comply with a reasonable request during Break, Lunch, transition between lessons, before and after school or in referral. 	<p>A Social C3 will be put on your ClassCharts.</p> <p>You will be sent to Referral.</p> <p>Lunchtime isolation next day for 30mins in Referral.</p> <p>Parents/carers notified on ClassCharts Parent App.</p>
	During Class	<ul style="list-style-type: none"> If you do not modify your behaviour after the 2nd warning: Throwing an object in class, derogatory, abusive or offensive language used but not directed at a member of staff, persistently late to lesson, etc. 	<p>Third (final) warning will be given, a C3 will be put on your ClassCharts.</p> <p>You will be sent to another classroom, if not Oncall will be called and you will be taken to Referral.</p> <p>HoD notified and will set-up necessary Intervention (e.g. get tutor to call home, review seating plan, report card, etc.)</p> <p>Catch up session will be set.</p> <p>Parents/carers notified on ClassCharts Parent App.</p>
Step 2	<ul style="list-style-type: none"> If you do not modify your behaviour after the 1st warning and continue to persistently talk, verbal abuse towards another pupil, boisterous behaviour, etc. 	<p>Second warning will be given and C2 put on your ClassCharts.</p> <p>Parents/carers notified on ClassCharts Parent App.</p>	
Step 1	<ul style="list-style-type: none"> Talking while the teacher is talking or without permission, Chewing/Eating in lesson, lack of classwork or homework, phone out in lesson, any other inappropriate behaviour. 	<p>First warning will be given and C1 put on your ClassCharts.</p> <p>Parents/carers notified on ClassCharts Parent App.</p>	
Form Time	<ul style="list-style-type: none"> Late to school Uniform violation (e.g. no tie, blazer, shoes, nails, jewellery, etc.). Equipment Violation (e.g. no pen or just one pen, no pencil, no ruler, no planner, no timetable, etc.). 	<p>Logged on your ClassCharts.</p> <p>Breaktime isolation that day with Form Tutor/Year Group Team/HoY/AHoY.</p> <p>Parents/carers notified on ClassCharts Parent App.</p>	



Pushing for Positives: Positive Praise



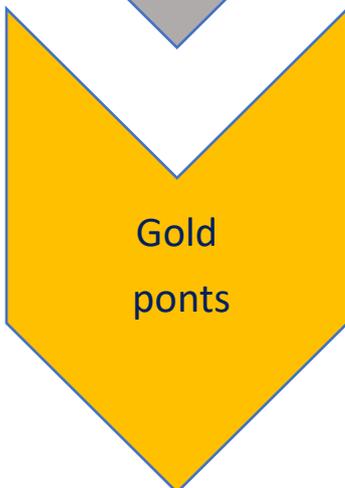
Bronze
76 Points

Parents / form tutor / HOY / AHOY notified (via class charts)
Bronze badge awarded in assembly
Early lunch awarded
End of year Bronze reward activity (Activity day in school, Beach, Picnic in the park etc)



Silver
380 points

Parents / form tutor / HOY / AHOY notified (Via Class Charts)
Silver badge awarded
Early lunch awarded
End of year Silver award trip (cinema, laser tag, bowling)



Gold
pontos

Parents / form tutor / HOY / AHOY notified (Via Class Charts)
Gold badge awarded in assembly
Early lunch awarded
End of year Gold reward trip (Alton towers, Nando's, outdoor adventure)