

Behaviour Policy

Applicable to:	All staff and pupils at the academy.
Dissemination:	The policy will be available to parents via the school website.
Training:	This will be part of staff professional development and available on request.
Review Frequency:	The policy will be reviewed annually. The policy will be reviewed earlier if needed in the light of new evidence, legislation, and guidance.
Agreement Author:	Cathy Reid - Deputy Chief Executive
Executive Policy Owner:	Kyle Taylor - Interim Chief Executive
Approval by:	THAT - Board of Directors
Approval Date:	September 2026
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1. Introduction

The academy behaviour strategy is aimed at creating a culture with high expectations of behaviour and establishing calm, safe and supportive environments conducive to learning across its academies. Good behaviour and self-discipline lead to effective learning and help to prepare children and young people for life beyond the academy gate.

This policy outlines the high behavioural standards we expect from all our pupils, and the support and interventions used to address poor behaviour and sets out the sanctions that will follow if this policy is not adhered to. This policy should be read in conjunction with the Trust's SEND and Safeguarding and Child Protection Policies, all of which can be found on the Trust's website. It will be reviewed annually by the board of trustees.

2. Aims and Objectives

By setting high standards of expected behaviour, we aim to:

- 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 academy 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.
- Support pupils whose behaviour within the academy environment is challenging or who may find friendship and cooperation difficult.

3. Application of Policy

This policy applies to all members of the academy community. Each academy will apply sanctions 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.

When deciding whether it would be reasonable to impose a sanction 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.

The severity of the misbehaviour, whether the pupil's behaviour could have repercussions for the orderly running of the academy, and 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 THAT.

4. Roles and Responsibilities

The academy is a member of The Howard Academy Trust (THAT). All members of THAT 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.

Board of Trustees

The trustees will work with the central team and each respective 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 behaviour 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 2 years.

The Chief Executive Officer

The CEO will ensure that this behaviour policy is applied consistently. The CEO 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.

Local Governing Body

Local governors in each of the academies in THAT will review and monitor the application and implementation of this policy by receiving regular reports from the academy principal on behavioural sanctions and support put in place for pupils at the 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 should consider whether any actions should be taken to prevent this.

Principal

In each THAT academy, the 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 and 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 sanctions 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. The Principal will act as a source of support and guidance for staff on behaviour management strategies and discipline.

Staff

All staff will:

- Communicate the contents of this policy to all pupils and parents to ensure that the 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 by set out how the pupils will be routinely reminded of expectations, e.g., assemblies, part of PHSE, discussed as part of pupil induction to the school, etc.
- 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.
- 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.
- Record incidents of poor behaviour and any given sanctions in the pupil's behavioural log.
- Provide praise and 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 academy 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.
- Recognise that there may be contributory factors which affect pupils' behaviour and respond according to individual need.
- 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 such as early help or education health and care plan is required.
 - Designing an individual behaviour plan and/or a pastoral support plan and/or individual provision maps, with set targets and support strategies embedded within.
 - Contacting 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.
 - Setting, marking, and monitoring homework, and providing facilities for children to do homework in the academy, if required.
 - Sending parents an annual written report on their child's progress and arranging parents' evenings, during which progress will be discussed.
 - Engaging with and attending all training and development sessions to continually improve behaviour management and learn from best practice.

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.
- 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 five 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.

Pupils

The rights and responsibilities of pupils are set out at the Annex to this policy, along with a list of the academy rules to which all pupils must adhere. Reminders of the academy rules and expected standards of behaviour are upon walls in classrooms and situated around the academy. Pupils are expected to have a positive attitude and maintain high expectations for themselves.

5. Rewards

The academy believes that it is important to encourage good conduct throughout the academy by celebrating and rewarding good behaviour.

6. Sanctions

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. The academy will impose sanctions (also known as disciplinary penalties) in response to pupil misconduct. All sanctions 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.

The particular level of sanction 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 sanctions in response to incidents of poor behaviour. These sanctions include:

- Verbal reprimand.
- Requiring a written apology.
- Confiscation of a pupil's property.
- Missing break time.

- Extra work or repeating unsatisfactory work until it meets the required standard.
- The setting of written tasks as punishments, such as writing lines or an essay.
- Academy-based community service or imposition of a task, such as picking up litter, weeding academy grounds, tidying a classroom, helping clear up the dining hall after mealtimes, 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 extracurricular academy events, such as sports day or prom.
- Removal from a class or groups.
- Internal exclusion.
- Detention, including during lunchtime, after normal academy hours, and at weekends.
- Regular reporting, including early morning reporting, scheduled uniform, and other behaviour checks, or being placed on report for behaviour monitoring.
- Education off site for a designated period.
- Suspension or permanent exclusion.

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 making enquiries into circumstances outside of the academy and/or having a targeted discussion with the pupil, including explaining what they did wrong, the impact of their actions, how they can do better in the future, and what will happen if their behaviour fails to improve. 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, regarding pupils' behaviour, when necessary.

The academy encourages restorative approaches, and pupils are encouraged to apologise to their peer group and/or to staff for rudeness or a lack of respect.

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.

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 others.
- 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, including the creation of fake images using artificial intelligence (AI).
- Consuming, carrying, supplying, or misusing 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 sanctions and other interventions have not been successful in modifying the pupil's behaviour.
- Malicious allegations against staff.
- Racist, sexist, homophobic or other forms of discriminatory behaviour.
- Persistent truancy/lateness.
- Possession of items prohibited under the academy rules (see Annex).

Removal from the Classroom

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 following an unreasonably high level of disruption.
- To enable disruptive pupils to be taken to a place where education can be continued in a managed environment.
- To allow the pupil to regain calm in a safe space.

During the period of removal, the pupil will receive continual supervised education in a suitable environment. Staff will consider whether any assessment of underlying factors of disruptive behaviour is needed. Parents should be informed on the same day if their child has been removed from the classroom, and a reintegration strategy will be discussed with the pupil and parents which facilitates reflection by the pupil, sets out any support to be put in place for the pupil to avoid such behaviour in the future, and sets out clear behavioural expectations and the consequences of failing to comply.

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.
- Suitable travel arrangements can reasonably be made by the parent for the pupil, disregarding any inconvenience for the parent.

Permanent exclusion will only be used as a sanction 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 exclusions policy and the DfE statutory guidance on suspensions and exclusions when taking a decision to suspend or exclude.

7. Pupils with special educational needs and/or disabilities

In the context of this policy, a child is considered to have SEND if they:

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

The academy is aware that continuous disruptive behaviour can be a result of unmet needs. If such needs are identified, the academy will do all it can to ensure that the pupil receives appropriate support. The Trust and academy 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 non-disabled peers. A reasonable adjustment that may be made would be to impose a more lenient sanction

for a pupil whose behaviour is a consequence of their disability, than would be imposed for a pupil exhibiting the same behaviour who does not have that disability. The academy 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 on the facts of the situation.

An individual behaviour plan and/or a pastoral support plan and/or individual provision maps will 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 academy Special Educational Needs Policy/SEN Information Report for more information.

The 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.
- Training for staff in understanding conditions such as autism.

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. Where relevant, engagement with experts such as educational psychologists, and other support staff such as counsellors and mental health support teams, can help to inform effective implementation of this policy.

8. Investigating incidents

Initial investigations of minor infractions of the policy may be carried out by a member of staff/teacher. Further investigations or initial investigations of more serious offences may be carried out by senior staff. In secondary academies, pupils who have witnessed the behaviour may be asked to provide written statements. In primary academies, pupils who have witnessed the behaviour may be asked to 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 a responsible adult is present at all times and will inform the pupil's parents of what has happened as soon as possible.

THAT uses closed circuit television ("CCTV") within its premises. One reason why THAT 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 sanction. Please see the THAT's CCTV policy and privacy notices for more information.

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.

In exceptional circumstances, pupils may receive a suspension pending an investigation if there is a possibility that the welfare of other pupils may be compromised by that pupil remaining in the academy.

9. Search, seizure and confiscation

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 the academy's Principal, 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.

The 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). The Principal, will ensure that a sufficient number of staff are appropriately trained in how to lawfully and safely search a pupil who is not cooperating, so that these trained staff can support and advise other members of staff if this situation arises.

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 are evidence in relation to an offence, and may confiscate, retain or dispose of a pupil's property as a disciplinary sanction, 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 a punishment and is 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.

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, unless there is suspicion of an item of harm (for example, a knife or weapon) which could be accessed by a student when going through their own belongings. 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 sanction for failing to follow a reasonable instruction.

The 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.
- Tobacco and/or 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.

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.

When conducting a search, pupils must not be required to remove any clothing other than outer clothing. Outer clothing is defined as 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).

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 should advocate for pupil wellbeing at all times. Before calling police into the academy, staff should 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 should 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 should 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.

Staff should keep a record of any searches conducted on pupils 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.

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.

The academy 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.

10. Mobile phones and electronic devices

As set out in the academy's mobile phones policy, mobile phones and personal electronic devices must be stored in a phone pouch or a locker if brought onto the academy site and must not be used at all whilst on the academy site. Where they are, staff may confiscate or seize the device in accordance with section 9 of this policy.

11. Restrictive interventions including use of reasonable force

The academy strives to provide a safe learning environment for all pupils. All members of staff (and anyone to 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, or damaging property, and to maintain good order and discipline.

This power extends to times when staff are lawfully in charge of pupils but are off the academy premises, e.g. 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.

There are circumstances when it is appropriate for staff to have physical contact with pupils which does not constitute the use of reasonable force or other restrictive interventions. Examples include:

- Giving first aid.
- Guiding or escorting pupils, such as holding the hand of a pupil when walking around the academy or on a school trip.
- Comforting a distressed pupil.
- Congratulating or praising a pupil, for example a pat on the back or a handshake.
- Demonstrating how to use a musical instrument.
- Demonstrating exercises or techniques during PE lessons or sports coaching.

Staff may in limited circumstances, need to use restraint, which is a non-disciplinary intervention which immobilises a student or limits their movement, and this may or may not include direct physical contact. This can include holding or binding a pupil's body, securing them to a fixed object, or depriving them of an aid usually used to help them move. This will be avoided where at all possible.

Staff will only use seclusion - a non-disciplinary intervention to keep a pupil confined to a place away from others and prevented from leaving - as a safety measure to protect others from harm when a pupil is experiencing a high level of emotional or behavioural dysregulation. Staff will seek to ensure that the place of seclusion is not threatening or intimidating. The pupil must be supervised at all times during the period of seclusion. As soon as the immediate risk of harm has reduced, the pupil must be allowed to leave. Reasonable force does not have to be used for an intervention to be seclusion. Seclusion includes:

- Physically obstructing the pupil's way of leaving the place.
- Securing the place so that the pupil cannot leave it, or
- Causing the pupil to believe that they will be punished if they leave the place.

Whenever any restrictive intervention is used, including reasonable force, staff will consider the following:

- Necessity - taking into account whether there is a less restrictive way to achieve the same thing, the risks involved, whether it may escalate, and communicating, where possible, with other staff
- Proportionality - using the least amount of force, potential alternative strategies and the personal circumstances of the pupil including any relevant protected characteristics under the Equality Act 2010.
- The pupil's welfare - including that pupil's context and circumstances, overall welfare, the importance of their dignity, the need to communicate with them about the decisions being taken, any EAL, and how the pupil is feeling.

Use of reasonable force and restrictive interventions will generally be rare and may need to be determined by staff in the moment in many cases.

Consideration will also always be given to the rights of the pupil concerned, including under the Equality Act 2010 and the Human Rights Act 1998. The academy recognises that some pupils with SEND may react to distressing or confusing situations by displaying behaviours which may be harmful to themselves and others. Triggers may include pain, sensory overload, unfamiliar situations or environments, or feelings of fear and anxiety. Pupils who are non-verbal or find verbal communication challenging may express their needs, discomfort, or confusion through actions. The academy will seek to understand the underlying triggers of challenging behaviour to provide proactive support, create an inclusive environment, and utilise staff who know individual pupils well to help identify and manage risk, such as trigger points when challenging behaviour is more likely to occur. Parents should consult the academy's SEND policy that sets out the provision for SEND pupils and the academy's approach generally, but in the context of restrictive interventions this might include:

- Pupil behaviour plan and/or pastoral support plan and/or individual provision maps.
- Risk assessments.
- Specific adjustments for that pupil that are known to reduce the need for restrictive interventions.
- Distracting techniques.

The academy will minimise the need to use restrictive interventions through prevention and de-escalation measures, employing specific whole-school measures as well as tailored approaches for individual pupils.

Whole-school measures include:

- Consideration of how the academy and classroom environment can support all pupils to achieve and thrive.
- Sharing best practice for whole-class behaviour management, and for managing communal spaces such as corridors and playgrounds.
- Training staff in effective communication strategies, such as using appropriate tone of voice to aid de-escalation.
- Development of working staff-pupil relationships and trust.
- Recording and analysing data on the use of restrictive interventions to inform improvement planning.

Individual approaches could include:

- Working closely with parents to support individual pupils
- Implementing strategies to support individual pupils based on their identified needs, including the development of behaviour plans and/or pastoral support plan and/or individual provision maps. Where a pupil has a disability, the academy has

a legal obligation under the Equality Act 2010 to support pupils with reasonable adjustments, making sure they can benefit from what the academy offers.

- Giving pupils strategies to calm down before their behaviour escalates

Every significant incident in which reasonable force is used will be recorded by staff members, as required by s.93A of the Education and Inspections Act 2006. This requirement only applies where it is a significant incident, so will not include cases where physical contact is made for other reasons, such as giving first aid. This recording will take place as soon as practicable after the event and should be done by the member of staff the same day as the incident. The following information must be recorded in the academy's safeguarding system:

- Names of pupils and staff directly involved.
- Any relevant needs or circumstances of the pupil, including whether the pupil involved has an identified special educational need or disability and their SEN status code.
- Time, date, location, and approximate duration of the intervention.
- A brief account of the incident, including what led up to the incident, identified or potential triggers if known, any preventative or de-escalation strategies used, and (where relevant) what type of reasonable force was applied, the degree of force, and details of any physical injuries sustained.
- A brief account of why the use of force was assessed as necessary in that instance.
- Any post-incident support, such as details of any medical treatment for injuries or other adverse impacts.
- The pupil's account of what happened, as well as any witness accounts.

A report will also be made to parents where there is a significant use of force, apart from where:

- The pupil is 20 or over at the time; or
- It appears to the staff member that doing so would be likely to result in serious harm to the pupil. In this instance, the staff member will report the incident to any parent(s) who it can be reported to without resulting in significant harm or, if there are none, to the local authority within whose area the pupil is ordinarily resident.

A report of the incident made to parents will include the following details as a minimum:

- Time, date, location, and approximate duration of the intervention.
- Brief account of why the intervention was assessed as necessary in that instance.
- Brief account of what type of force was applied, and the degree of force.

- Details of any physical injuries sustained, if applicable.

Every incident which results in seclusion or restraint, which may not include reasonable force, must be recorded on the school's safeguarding system. Incidents must be recorded as soon as possible and no later than the same day, in writing. The information recorded must include:

- Names of pupil and staff directly involved.
- Time, date, location, and approximate duration of the intervention.
- Any relevant needs or circumstances of the pupil, including whether the pupil involved has an identified special educational need or disability and their SEN status code.
- A brief account of why the intervention was assessed as necessary in that instance.
- Details of any physical injuries sustained, if applicable.
- Any post-incident support, such as details of any medical treatment for injuries or other adverse impacts.

Apart from in the circumstances as set out above, a report must be made to parents where a pupil is subject to seclusion, restraint or immobilisation, even if that is included within a pupil's behaviour plan and/or pastoral support plan and/or individual provision maps. Staff will endeavor to do this the same day, but this may also involve a subsequent follow up discussion with parents to include any de-escalation strategies and what can be done differently in future.

Where an incident resulted in both a significant use of force as well as seclusion/restraint, only the procedure set out above will be used, with parents not needing to be informed twice.

The academy will evaluate all incidents involving the use of restrictive interventions as soon as practicable after the event to understand why it was used, the impact on pupils and staff, any patterns and trends, and how the use of restrictive interventions might be avoided in future.

Where appropriate, the pupil and staff member involved will receive a medical assessment and treatment for any injuries as soon as possible. Any injuries will be recorded in accordance with the academy's procedures and reported as appropriate to the Health and Safety Executive.

Staff who are likely to need to use reasonable force and/or other restrictive interventions will be adequately trained in its safe and lawful use and in preventative strategies. The academy will carry out risk assessments to ensure that staff who regularly work alongside pupils where the use of reasonable force and/or other restrictive interventions may be required can do so as safely as possible, in accordance with the academy's duties under the Health and Safety at Work Act 1974.

The Principal will ensure that the data around the use of force and restrictive interventions is considered by school leaders to ensure there is not a disproportionate

use of force in the academy, to identify learning and patterns. and to make improvements to policies and practices.

12. Bullying

The academy will take all reasonable measures to ensure the safety and wellbeing of all pupils and staff, and this includes protection from bullying. The academy has a separate anti-bullying 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 cyberbullying.

The academy wants to make sure that all pupils feel safe in the academies and are accepted into the academy community. The academy 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.

Bullying can be verbal or physical, by person or by electronic, online, or written means, and can be directed at both staff and pupils. The academy practises a preventative strategy to reduce the chances of bullying. The anti-bullying strategy is instilled in the 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.

If an allegation of bullying does come up, the 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 bully that this behaviour will not be tolerated. If there is a group of people involved, they may be spoken to individually or as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and staff will try to ensure that they understand what they have done and the impact of their actions.
- Discuss the matter with both parties, bring them together, and insist on the perpetrator seeing the other person's point of view; sometimes the no blame approach is used, sometimes negotiation, and sometimes sanctions.
- 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 whether suspension or exclusion is appropriate in light of the circumstances.

The academy 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. 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 academy, 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. Child-on-child abuse

Sexual violence and sexual harassment are never acceptable and will not be tolerated. The academy will act swiftly in response to instances of alleged child-on-child abuse and will follow its safeguarding policy and Keeping Children Safe statutory guidance. 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 sanctions being imposed in accordance with the terms of this policy.

14. Complaints

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 THAT's complaints policy. If the concern relates to a suspension or exclusion, the statutory procedure set out in the exclusions guidance will be followed.

Annex - Rights and responsibilities of pupils and academy rules

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.

To be valued and have good work recognised and rewarded. Accept and learn from any sanctions 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 you or another pupil.

Academy rules

1. Attend the academy and classes on time (including attending at the times set by teachers in the event an altered or staggered routine is implemented).
2. Bring appropriate equipment such as planner, pen, pencil, ruler, calculator, PE kit and any other necessary equipment, and a suitable bag to carry books and any equipment needed during the school day.
3. 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.
4. Follow the academy's instructions on hygiene, such as handwashing, sanitising, and behaviour in toilets.
5. Do not use rude, derogatory, racist, or defamatory language.
6. Do not bully, belittle, or intentionally harm other pupils or staff.
7. 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.
11. Take care of academy equipment.
12. Follow staff instructions (including, when imposed, details of groups pupils can socialise within, moving around the academy site in accordance with specific instructions).

13. Meet expectations around sneezing and coughing, including adhering to the “catch it, bin it, kill it” policy.
14. Do not spit or cough in the vicinity of or deliberately at another pupil, staff member, or any other person within the academy.
15. Do not share equipment with any other pupils or staff, including drinking bottles, unless expressly directed otherwise. Do not eat during lesson times.
16. Report to the academy office if you arrive late, feel unwell, or need to leave for an appointment.
17. Stay on the academy premises at break and lunchtime, including adhering to instructions relating to the areas you can be in during break and lunchtime.
18. Do not bring into the academy, under any circumstances:
 - Alcohol and drugs, including legal highs.
 - E-cigarettes, vapes, cigarettes, matches, and lighters.
 - Chewing gum.
 - 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.
 - Mobile phones/other non-authorised electronic or recording devices, subject to the academy’s mobile phones policy.
 - BB guns, air guns, toy guns, anything with a blade, or anything designed to look like a weapon.
 - 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).