

POLICY FOR PROMOTING GOOD BEHAVIOUR

A Statement of Policy

At Holy Trinity it is recognised that good discipline and standards of behaviour are essential if our pupils are to develop into independent, self-motivated and disciplined citizens and if effective teaching and learning is to occur.

Good discipline and behaviour are based on our Christian belief of respect and care for each other and are supported by the school's Equal Opportunities Policy.

We believe that the good maintenance of premises and an attractive environment will encourage good pupil behaviour.

Everyone involved in the school: Governors, Staff (including Supply Staff) Parents and Pupils will be aware of our policy so that there is consistency and we have common expectations.

Parents

Parents will be given a copy of this policy when their child joins the school and further copies when the policy is reviewed. Parents should discuss this policy with their child to make sure that it is understood.

Staff

- Standards and expectations should be the same throughout the school and pupils should be regularly reminded of these expectations.
- Behaviour throughout the school is the responsibility of the whole staff.
- Children should be given responsibilities within the classroom and around the school.
- Purposeful displays of children's work will increase self-esteem and encourage good behaviour.
- Teaching and learning methods are important influences on pupils' behaviour and delivery of the curriculum should be adapted to suit individuals and groups of children when necessary.
- When grouping children teachers should take into account pupils' behaviour.
- There should be rewards and sanctions.
- There will be apparent differences between sanctions for minor and serious offences, understood by the children.
- Staff should avoid sanctions to whole groups of pupils.
- The modelling of any insulting or discriminating behaviour should be avoided.
- Pupils' views should be heard and considered.
- Rewards will be available to pupils of all abilities for individual achievements.
- Staff must ensure that early warning of developing problems is given to the Head.
- Parents will be informed when a pupil displays inappropriate behaviour.
- Staff will be encouraged to attend INSET courses to develop class and group management skills.

Pupils

- Children are frequently reminded of expectations.
- Children should expect fair and consistently regarding sanctions..
- Pupils will be involved in drawing up positive class rules.
- Children will have clear expectations of behaviour as listed below:

Classroom Behaviour

The child:

- enters the classroom appropriately and settles down to an activity
- collects and replaces equipment appropriately
- works on a task without undue conversation
- uses equipment carefully and safely
- is able to wait his/her turn
- shows respect for other pupil's work
- takes care of own work
- is able to move around without disturbing others
- will attract teacher's attention in an appropriate way
- will sit still and listen when addressed
- will take criticism
- shows patience and ability to cope with other children's interference and inappropriate behaviour
- resists copying other children's inappropriate behaviour

In the Playground

The child:

- plays with a friend or small group
- accepts others into a group
- is able to be boisterous without being aggressive
- avoids spoiling others activities
- finds some purposeful activity
- takes care of environment and equipment
- responds appropriately to adult on duty

At lunchtime

The child:

- makes appropriate preparation (washes etc.)
- waits in queue quietly when called
- is able to select food and equipment sensibly
- will eat in a socially acceptable manner
- responds to adult control
- leaves dining area quietly and returns quickly to playground or classroom if wet

In the Hall or a Sporting Activity

The child:

- will keep to the rules
- stops the activity when requested by teacher
- wins or loses graciously
- waits quietly
- does not touch apparatus unless requested by teacher
- dresses appropriately

Disciplinary Procedure if Unacceptable Behaviour Occurs

Following an occurrence of unacceptable behaviour some or all of the following procedures will be followed, as appropriate to the individual case.

- Ensure child is aware of expectations
- Child reprimanded 1:1 by member of staff
- Opportunity for apology given
- Withdrawal of privilege e.g. playtime
- Additional task given
- Headteacher meets with pupil
- Headteacher meets with parent
- IEP or PSP drawn up to address behavioural problem
- Use behaviour contract
- Detailed records kept in child's folder
- Involve outside agencies e.g. Educational Psychologist, EWO, Social Services, Behaviour Management Team
- Lunchtime exclusion for persistent unacceptable behaviour during this time
- Fixed term or *permanent* exclusion. More specific details of exclusion procedures are recorded separately and should be referred to when necessary.

Also see LEA Guidelines

Next Review Date June 2006

ANTI-BULLYING POLICY

At Holy Trinity School we recognise that, as in all institutions, incidents of bullying may occur. In accordance with the ethos of our school where we respect and care for each individual (child or adult), we aim to recognise, prevent and deal with incidents of bullying.

It is only when pupils, staff, governors and parents work together that the problem of bullying can be dealt with effectively.

What is Bullying?

Our definition of bullying is the deliberate attempt by a person, or persons, adult or child, to threaten, frighten, abuse or hurt another either physically or mentally. The four main types of bullying are;

- Physical – hitting, kicking, stealing
- Verbal – name-calling, insulting, racist remarks
- Indirect – spreading gossip, excluding from social groups, using emotional pressures on other children
- Reverse – accusing others of bullying

Is It Bullying?

There is a difference between bullying and thoughtless or selfish behaviour. Not all acts of aggression or violence constitute bullying, although they will not be tolerated and appropriate sanctions will be applied.

Dealing with Bullying in School

To deal with bullying it is essential that staff know their pupils well, then they will be able to identify signs which could suggest bullying is occurring. As a rule, physical bullying is much more obvious, but psychological bullying can often be more damaging and have a longer-lasting effect. Parents are in an ideal position to observe changes in a child's behaviour which could signify bullying.

Possible Signs of Bullying

- Items of property - clothing, school work - that are damaged or lost more often than would be considered normal.
- Child expressing anxiety at playtime and lunchtime
- Frequent injuries to the child e.g. cuts, bruises.
- Children who spend a lot of time in their bedroom, possibly crying.
- Children who find it difficult to sleep, have nightmares, wet the bed. These children may appear tired in school.
- Educational attainment reduced.
- Reluctance to go to school.
- Requests to be accompanied to school, or travel a different route.
- Money going missing.
- Depression; a child who appears unhappy, miserable, irritable, moody.

- Taken individually the signs mentioned above may not be due to bullying but a combination could be a reason to suspect bullying. However, any one of these signs indicate that there is a problem of some sort and should be investigated.

Prevention of Bullying

There are no neutral observers of bullying; those who look the other way are supporting bullying. An important element in dealing with bullying is pupils willingness to tell, but this goes against the whole culture of not telling. Through discussions on a class or group basis, children will develop a clear idea of what constitutes bullying at Holy Trinity School and to report any incidents. These reports must then be taken seriously if pupils are to believe our school commitment to stamp out bullying.

Many incidents of bullying will occur outside the classroom. It is therefore necessary and in line with general safety regulations, that children are supervised and a careful check kept on their whereabouts.

Areas where bullying may occur:

- Playgrounds and fields
- Side of school
- Lavatories
- Corridors
- Cloakroom areas

Times when Bullying may occur:

Although bullying may occur at many times it is most likely to occur during playtimes, lunchtimes and the period immediately after school.

To help prevent bullying at the places and times mentioned above the following measures are recommended:

- Adequate adult supervision of playground and field at morning break and lunch break.
- Adult 'patrol' of cloakroom and lavatory areas during lunch and break time.
- Discouragement of KS2 children leaving classroom during lesson time, unless to work in library area or with an adult.
- Extend the variety and number of playground activities available to children.
- Have indoor activities available for use during bad weather.
- Teacher presence in the playground before and after school.

Action to be taken when Bullying is Reported

- All reports of bullying should be investigated by either the member of staff to whom the report is given or the Headteacher.
- All acts of bullying must be reported to the Headteacher.
- The victim and bully, or bullies, should be counselled individually initially.
- Help may be needed for both victim and bully.
- The victim needs assuring that his/her allegation is being taken seriously and followed through.
- The victim may need help and advice on how to be more assertive without becoming aggressive.

- The bully should be made aware that his/her actions are regarded as bullying and not appropriate behaviour at Holy Trinity School, although we realise that there may be conflicting home and society models.
- The bully may require help and counselling as to control his aggressive tendencies.
- Parents are advised not to deal with bullies themselves as this could put them in a dangerous legal position.
- Parents' reports of bullying should be followed through and they should be given assurance when it has been dealt with.
- Parents of both bullies and victims should be informed of repeated incidents.
- In certain circumstances it may be necessary to involve outside agencies e.g. psychiatric social workers, educational psychologist, child psychiatrist, child guidance.
- Children will be taught, through Citizenship, their responsibilities to one another. This can ideally be done during Acts of Worship and RE, but other subjects e.g. Literacy and History. Circle Time, videos and theatre groups, such as Learning Through Action, may also be used.

It is generally acknowledged that once the issue of bullying is raised in a school the number of alleged incidents increase. It will therefore be difficult to assess the effectiveness of this policy.

REVIEW DATE: June 2006