

# Cliff Park Ormiston Academy

## Behaviour Policy

**Date adopted:** September 2018

**Next review date:** September 2019

# Ormiston Academies Trust

## Behaviour Policy

### Policy Version Control

Policy type	Academy Behaviour Policy
Policy prepared by (name and department)	Zoe Cameron Vice Principal
Description of changes (in-year)	
Date of executive approval	Julie Bloor, Executive Head and Regional Director 9/11/2015
Date released	Version 1 – October 2017

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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.

Our main priority is to ensure learners reach the highest level of achievement they possibly can and become confident, effective and independent learners. It is essential that students leave equipped with the skills they need for the 21st century. To this end we work tirelessly to provide a “world-class” education based on the following core values:

Discover

Create

Thrive

Achieve

These are the names of our four academy “learning communities” and are the core traits we want our students to embrace as life-long learners and adults. They form the basis of our ethos and complement our code of conduct:

- The right to learn
- The right to feel safe
- The right to dignity and respect

Our Code of Conduct for **ALL** in our community

1. Be accountable by making sure you can answer for your actions.
2. Promote and uphold the dignity, rights, and wellbeing of everyone in the academy at all times.
3. Work in collaboration with others to ensure the delivery of a high quality, safe and compassionate learning environment.
4. Communicate in an open and effective way to promote the language of learning.
6. Strive to improve all the time by taking a learning risk.
7. Uphold and promote equality, diversity and inclusion.
8. Resolve all differences where possible through restorative approaches.

This policy is consistent with all other policies adopted by OAT and 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 September 2019 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 with the Vice Principal (Mrs Z. Cameron) in the first instance for them to determine whether a review of the policy is required in advance of the review date.

Minor changes to the Disciplinary Sanctions, including detentions etc. can be agreed within the year by the Chair of Governors and parents/carers will be informed via the academy website.

## 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 displayed within classrooms. The staff within the community actively teach restorative approaches to the students so they can be independent in resolving issues whilst also taking responsibility for their actions.

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. Common beliefs and attitudes about Behaviour for Learning should be taught, supported by the checklist of routines detailed below. In order to teach this behaviour staff should ensure that routines are in place for:

- Entry and exit into classrooms
- Seating Plan
- Punctuality to a lesson
- Distribution and collection of resources
- Movement in the classroom and corridors
- Expected behaviour during discussions
- Transitions within the classroom
- Asking staff for help with understanding
- Receiving effective feedback

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. In sending a student to CPOA there is tacit understanding that parents/carers will support the behaviour for learning policy. We expect parents to read the home-academy agreement as we expect that they will 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 academy on time, appropriately dressed, rested, and equipped – will encourage your child to adhere to academy rules and procedures.

We expect 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 expect that parents be prepared to attend meetings at the academy with senior staff or the Principal to discuss their child's behaviour and to adhere to any contracts put in place.

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

## Students

The 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. 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. The academy asks that students carefully read the home-academy agreement to show that they have understood what is expected of them and acknowledge the responsibility that they have for their own behaviour.

## 3. Academy behaviour expectations

### Behaviour

#### Basic Expectations

Cliff Park Ormiston Academy expects students' behaviour to be outstanding inside the classroom, when travelling to and from the academy and during break/lunch.

Outstanding behaviour is demonstrated by:

- Being ready to learn with the correct equipment and arriving to Form and lessons on time;
- Taking pride in your appearance and wearing the correct academy uniform;
- Working to the best of your ability at all times, ensuring work is always completed even when the "going gets tough";
- Treating others with dignity and respect;
- Being polite and respectful at all times, including being sensible when moving around the building;
- Showing respect for the academy site, reporting damage and/ or graffiti and placing litter in the bins provided;
- Listening carefully and following instructions from all staff without question.

In return, Staff will:

- Have high expectations of you and plan appropriately challenging and differentiated lessons;
- Provide regular and appropriate feedback so that you know what you have done well but also what you need to do to improve;
- Support your learning by providing you with opportunities to make changes and to progress both inside and outside of the classroom;
- Arrive on time and not leave your lessons unnecessarily;
- Keep your learning areas tidy and display high quality work around the academy;
- Apply academy policies appropriately and consistently, reward and encourage you to make the right choices;

Agreed Routines:

- Staff will greet and dismiss at the door, checking uniform and behaviour in their immediate area and supporting colleagues who may be slightly late due to a duty, moving between classrooms etc.;
- Students stand behind their desks when a guest or member of the Senior Team (Principal or Vice Principals) enters the classroom;
- Staff adopt an "initial" seating plan that is kept for each class.

Prohibited Items

- Alcohol and drugs. Students will be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs;
- Cigarettes, matches, lighters and Vape Pens. Cliff Park Ormiston Academy is a strictly No Smoking site and students caught smoking or in possession of smoking paraphernalia will be sanctioned in line with the Academy Behaviour Policy (see page 11).

Repeat offenders may be excluded and/or permanently excluded if they persistently fail to comply with academy policies;

If a student is suspected of having smoking related paraphernalia on them (e.g. smelling of smoke), a senior member of staff will search them as soon as possible. Any related items will be seized and destroyed;

- Chewing gum;
- Weapons of any kind, including scissors or sharp tools;
- Material that is inappropriate or illegal for students to have; such as racist, radical / extremist or pornographic items etc. Any related items will be seized and destroyed.

### Mobile Phones & Headphones

If staff see a student with a mobile phones and/or headphones, they will be confiscated, placed in an envelope (labelled with the student's name and form). This will be taken to the Main Office where it will be stored in the safe until the relevant Community Lead can contact a parent to collect it.

1<sup>st</sup> Offence – can be collected at the end of the academy day by Parent/Guardian

2<sup>nd</sup> offence – can be collected after 5 working academy days by Parent/Guardian

If a student refuses to hand over their phone and/or headphones this will initiate the behaviour consequence system.

### 3.1 Attendance

Regular attendance at the 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.

Punctuality	Sanction
Late before 9.10 am	Late Detention (time owed)
Late after register closes	Attendance after school Detention (time owed)

Any further lates will result in an AP detention and a meeting with parents/Attendance Awareness Course.

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 on our 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, reducing the risk of distraction in lessons. The standard uniform is set out in our Uniform Policy and displayed clearly on our website.

The academy uniform should be worn by all students in Year 7 through to Year 11. Students who come in not wearing the correct academy uniform will be sent home to change/ have items confiscated or will be placed in isolation until the situation is resolved.

This policy also applies to students' PE kit. If a student is excused from a PE lesson they are still required to bring their PE kit in order to participate in lessons, for example as an umpire or Coach. If students do not have the correct PE kit they will be required to borrow a PE kit from the academy in order to take part in planned activities.

### 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 on the academy website.

- Verbal abuse to staff and others;
- Verbal abuse to students;
- Physical abuse / attack on staff;
- Physical abuse / attack on students/fighting;
- Damage to property;
- Misuse, possession or supplying illegal drugs or alcohol;
- Misuse of other substances;
- Theft;
- Threatened violence against another student or a member of staff;
- Indecent behaviour / Sexual abuse or assault;
- Carrying an offensive weapon and/or other illegal items (including fireworks)
- 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 behaviour;
- Persistent bullying.

### 3.4 Drugs

The academy has a zero tolerance policy towards 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 will 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 will also 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. If they need medication specific arrangements will be implemented on a needs basis.

#### 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. The academy may request medical evidence prior to administering any medication. The forms for this communication can be obtained from reception and any medications are kept locked with details of administration and the agreements in the Vice Principal's Office.

### 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 Smoking

Cliff Park Ormiston Academy regards itself as a health-promoting organisation. It also recognizes that the academy staff act as role models for students in all aspects of academy life, including health promotion. In addition, to the stance on drugs and alcohol, therefore, the academy also operates a No Smoking Policy.

Smoking is not permitted in any part of the academy site at any time. This applies to all academy buildings and outside areas, including the playground, sports field, car parks and at the entrances and exits to the academy site. This policy applies to staff, pupils and all visitors to the academy e.g. parents, suppliers and contractors etc.

Smoking by anyone in the academy minibus, on academy off-site visits/activities and, in the case of students, whilst travelling to and from the academy site is also not permitted.

Pupils caught smoking or in possession of smoking paraphernalia (including “Vape” pens/electronic cigarettes) will be sanctioned in line with the Academy Behaviour Policy:

1st offence – AP Detention

2nd Offence – Day in include

3rd Offence – Fixed Term Exclusion

Repeat offenders may be excluded and/or permanently excluded if they persistently fail to comply with our academy policies

If a student is suspected of having smoking related paraphernalia on them (e.g. smelling of smoke), a senior member of staff will search them as soon as possible. Any related items will be seized and destroyed.

### 3.7 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.

Bullying can be verbal, cyber or physical and can be directed at both staff and students. The academy practises a preventative strategy to reduce the chances of bullying through our restorative approaches, corridor conferences and circle time in Form Groups. We use restorative conferences to ensure that the harmed person can meet with the wrongdoer in a structured and safe environment and put together a contract to ensure there is no repeat of the offence. 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. Students can seek support through the pastoral team and can highlight any incidents through the anti-bullying button on academy ‘home page’ on our website.

All signs of/reported or witnessed instances of bullying in the academy must be challenged by a member of staff. If a student discloses that they or someone they know is being bullied the member of staff should deal with the matter immediately. They will:

- Take the disclosure seriously and note down what has been said;
- Report the incident to a member of the Pastoral Team as soon as possible.

The Pastoral Team will:

- Take a written account from all involved. Interviews to be held separately;
- Contact parents of all involved via phone and, where necessary, invite parents into the academy.
- Enter all details onto the bullying log;
- Support the victim whilst the matter is fully investigated. For example, via a supervised area at break/lunch where necessary etc.

Sanctions:

- The relevant Community Assistant Principal and/or Community Lead will inform the pupil of the type of sanction to be used in this instance. For example, detentions and Community Service activities etc. Future sanctions, if the bullying continues, will also be discussed;
- If possible/appropriate, the Community Assistant Principal and/or Community Lead will attempt reconciliation through a Restorative Justice conference.
- The relevant Community Leads will informally monitor the students involved over the next half-term.

If the problem is very serious and/or persists:

- The relevant Community Assistant Principal will invite both sets of parents into the academy to agree on a strategy to move forward. They will draw up formal contracts with both the parents and students agreeing on a course of action.
- If appropriate, external support, including convening a Governor Disciplinary Committee, will be sought.
- If the situation is still not resolved, the matter will then be subject to more serious sanctions via the academy Behaviour Policy. The academy will consider a fixed term or permanent exclusion in cases of repeated / severe bullying.

## 4. Disciplinary sanctions (please also refer to exclusions policy)

The academy operates using the PEC system:

Verbal warning	(C1) infringement of basic academy expectations
Second warning	(C2) Department detention at break or lunchtime- repeat infringement or not heeding verbal warning (C1)
Persistent defiance	(C3) Removal to Junction

*C2 – C3 will be recorded on the student record on SIMS*

### Sanctions

<i>AP Detention (1 hour)</i>	Negative report card, poor behaviour at break and lunch, serious behaviour incident that does not merit include or fixed term exclusion Smoking materials including e-cigarettes Persistent lateness Failure to attend detention
<i>Detention</i>	C2 issued by department
<i>Junction</i>	Removal from lesson for seriously disrupting the learning of others for 5 hours in the Junction followed by restorative conference
<i>Isolation/Include</i>	Students will be in isolation for serious incidents: repetition of unacceptable behaviour Bullying/racist behaviour swearing at staff - rudeness and name calling defiance (refusal to carry out a reasonable request made by a member of staff) Fighting/attack on students/staff - any kind of physical violence is not acceptable, including pushing past staff Unacceptable response to intervention by the pastoral team Failure to complete sanction in-line with behaviour policy On occasions students may be placed in include as part of a supported re-integration/alternative provision package
<i>Fixed term exclusions</i>	Will be used for very serious incidents or repetition of unacceptable behaviour: Bullying/racist behaviour Threatening behaviour/physical violence towards staff or students/fighting Verbal abuse towards staff and students including swearing, extreme rudeness and name calling etc. Extreme defiance (refusal to carry out a reasonable request made by a member of staff) Damage to property Theft Consuming or possessing alcohol Indecent behaviour
<i>Permanent exclusions</i>	Used for most serious incidents e.g.: Possession of drugs, taking drugs or intent to supply any banned substance, including serious incidents involving alcohol Serious incidents of physical abuse / attack on staff and students/fighting.

	<p>Serious incidents of Indecent behaviour, including sexual assault          Possession or bringing a weapon/dangerous item onto the academy site, including fireworks          Malicious setting off of the fire alarm          A repetition of behaviour resulting in fixed term exclusions, including bullying          Arson          Damage to property          Theft</p>
<p><i>Searching and confiscation</i></p>	<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.</p> <p>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. (please also refer to Restraint and Search policy)</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"> <li>▪ Knives or weapons</li> <li>▪ Alcohol or drugs</li> <li>▪ Stolen items</li> <li>▪ Tobacco and cigarette papers</li> <li>▪ Fireworks</li> <li>▪ Pornographic images</li> <li>▪ Articles that have been or could be used to commit an offence or cause harm</li> <li>▪ Any item which the academy rules identify as an item for which a search may be made; in the interests of safeguarding this includes mobile phones</li> </ul> <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 concerned. Any items confiscated, destroyed or deleted will be recorded by the academy.</p> <p><b>The academy accepts no responsibility for the loss and/or damage to confiscated items.</b></p>
<p><i>Use of force</i></p>	<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>

- 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

All staff at the academy has 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.

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. (also refer to the Academy Restraint and Search Policy)

Such serious incidents involving the use of force will also be recorded by the academy.

**Sanctions are adapted relating to the seriousness, and frequency of the behavior as well as the wider context surrounding the incident. As such the above should not be treated as an exhaustive list. Records will be kept of all sanctions imposed via the student records on SIMS.**

Please note that:

1. Where appropriate, the Police will be informed of behaviour incidents.
2. In exceptional circumstances, a 'Managed Move' to another OAT / local academy may be considered as an alternative to a permanent exclusion or alternative provision.

#### 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, while wearing academy uniform 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 jeopardize the chances of future students participating. Where the behaviour of a student outside the academy is perceived to be bringing the academy into disrepute, permanent exclusion will be considered.

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.

## 5. Rewards (Please refer to the Academy Rewards Policy)

Please refer to the Rewards Policy on the academy website.