

## **Behaviour Policy**

(including Rewards, Sanctions and Exclusions)

**Other policies that need to be taken into account include: Student Code of Conduct, Conducting a Search and Confiscation Policy, Safeguarding and Child Protection Policy, Anti-Bullying Policy, ICT Acceptable Use Policy, Mobile Phone Policy, Equal opportunities policy, Complaints Procedure, Rewards, Sanctions and Exclusion Policy, SEND Policy**

### **Purpose**

At Moreton Hall, the principle of good behaviour is at the core of our community. We aim to provide a calm, safe and supportive environment where children and young people can learn, thrive and feel safe. We aim to create a culture where pupils and staff flourish in safety and dignity and where positive behaviours are encouraged.

The behaviour policy and related code of conduct are based on safety, common sense and courtesy and underpinned by our principles of pastoral care and commitment to safeguarding. It has been drawn up with reference to *Behaviour in Schools - Advice for Headteachers and School Staff September 2022*. The principles apply equally to behaviour in boarding accommodation as they would for behaviour during the school day.

### **Leadership and management**

All members of staff have a role to play in maintaining good behaviour and discipline. They must have informed and reasonable expectations of pupil conduct and be prepared to talk through and engage with issues of behaviour directly with the individual concerned before considering the use of sanctions.

Housemistresses have the additional responsibility of the safety and welfare of pupils in their Houses. They are expected to maintain good house discipline and to encourage and reward effort and achievement in all spheres of school life. They will be the first and main point of contact with parents and staff about all aspects of a pupil's behaviour and personal development. Tutors play an important role in reminding their tutees of the school's expectations in all aspects of behaviour. They provide a 'listening ear' for pupils and work to help any particular pupil navigate an appropriate way forward.

The liaises closely with Housemistresses, Heads of Department and tutors to monitor minor sanctions imposed in relation to academic matters when deemed appropriate. In the Prep School class teachers are key in maintaining good order and discipline. They are supported by a Pastoral team including the Head of Prep. This group monitors behaviour across the school.

The Principal is responsible to the Governors for ensuring appropriate standards of discipline within the school and for the promotion of positive conduct. Working closely

with the Heads of the Senior and Prep Schools, they will decide the main principles of the 'Behaviour Policy'. The Principal will determine all issues of suspension and exclusion.

#### Staff induction, development and support

As part of their induction, Staff are expected to read the Behaviour Policy - and other associated policies - and will have the opportunity to discuss them with their mentor and Head of Department/Line Manager.

Staff should not hesitate to seek the advice of a senior member of staff to discuss the implementation or management of behaviour strategies in the school.

#### Pupil induction

When pupils join the school, they will discuss the Code of Conduct as part of their induction process and copies of the code of conduct will be available at all times. In the Prep School, class teachers will discuss expectations with new pupils.

#### Pupils with SEN and/or Disabilities

It is important to emphasise the duties owed to pupils with special educational needs, disabilities and mental particular needs. There may be a link between the pupil's SEN and/or disability and their behaviour. Schools have a duty under both the Equality Act 2010 and the Children and Families Act 2014 when dealing with behaviour incidents involving these pupils. The school will consider the support that has been provided to the pupil (at the time of the incident and beforehand) and whether this was adequate. The school, when considering appropriate support for pupils with SEN and/or Disabilities will consider likely triggers for misbehaviour and put in place support/interventions to prevent these, as well as consider using de-escalation techniques, and pre-agreed scripts and phrases where appropriate.

#### Sanctions for misbehaviour

Breaches of school rules are normally dealt with as part of the pastoral process and we seek to make the disciplinary measures a learning experience. Pupils may be put on a behaviour card by the Housemistress or class teacher, after consultation with the tutor (or Head of Prep) and the teacher making the complaint; the pupil's behaviour during lessons and attitude are noted in this report and are then lodged in the pupil's file. For serious offences the Principal will consult and inform parents. The school takes the conduct of its pupils outside the school grounds, when representing the school, extremely seriously. Teachers are encouraged to inform the tutor and Housemistress (or Head of Prep School) if they have any cause for concern about a pupil. All staff should consider issues relating to special educational needs and disabilities and reasonable adjustments would be made for these pupils.

The school takes a firm line on the abuse of alcohol, drug offences, use of legal highs substance abuse, use of illegal weapons and child-on-child abuse, bullying (see Pupil's Code of Conduct); constant vigilance is essential and in serious cases pupils may be sent home for a period of time specified by the Principal or expelled. If an individual is

persistently in breach of school rules or their attitude and behaviour are seriously damaging to the life and welfare of others, or a single major breach of law, rule or morality, they may be asked to leave the school permanently. It is important to note that the imposition of a sanction (including suspension/exclusion) may only take place on the school premises or while the pupil is under the lawful charge of a staff member. (Please see Rewards, Sanctions and Exclusion section at the end of this policy)

#### Pupil support

The school acknowledges the importance of supporting pupils to improve their behaviour and it is important to note that support can be provided alongside a sanction - the two are not mutually exclusive. Likewise, the school acknowledges the importance of supporting the 'victim' of a disciplinary offence and ensuring that they feel 'looked after' throughout the process and have the opportunity for additional support and services, should they wish to access them.

#### Safeguarding

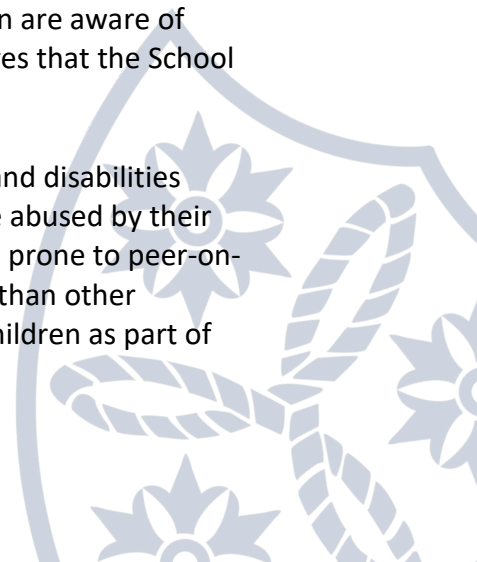
Safeguarding children is our priority when dealing with any disciplinary matter and will always be taken into account when responding to any incidents of poor behaviour. Moreton Hall recognises that children's behaviour can be an outward manifestation of other issues that are happening in their life. We also recognise that for some misdemeanours a 'safeguarding response' may be more appropriate than a particular sanction. When this may be the case, senior staff will always discuss this with the DSL who in turn will discuss with parents unless there is a specific risk to the child's safety.

#### Child-on-child abuse

In line with statutory guidance set out in KCSIE 2022 and the school's Child Protection and Safeguarding Policy, the School takes a zero-tolerance approach to child-on-child abuse and abusive comments and interactions should never be passed off or dismissed as "banter" or "part of growing up". Nor will harmful sexual behaviours, including sexual comments, remarks or jokes and online sexual harassment, be dismissed as the same or "just having a laugh". Staff will also challenge physical behaviours (that are potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

The School acknowledges that even if there have been no reported cases of child on child abuse in relation to pupils within the School, such abuse may still be taking place and is simply not being reported. The School will ensure that children are aware of how they can report abuse, and that they are aware of the procedures that the School will follow once a report has been made.

The School recognises that children with special educational needs and disabilities (SEND) or certain health conditions are three times more likely to be abused by their peers, can face additional safeguarding challenges and may be more prone to peer-on-peer group isolation or bullying (including prejudice-based bullying) than other children. The School will consider extra pastoral support for those children as part of



their IEP and/or individual Welfare Plan. The School also recognises that certain children may face additional barriers to reporting an incident of abuse because of their vulnerability, disability, sex, ethnicity and/or sexual orientation.

The School recognises that children can be particularly vulnerable in residential settings and are alert to the potential for child on child abuse. Age appropriate accommodation and an emphasis on respect for others is the cornerstone of every boarding house. The School will comply with its obligations as set out in the National Minimum Standards in relation to safeguarding at all times. The School takes the following steps to minimise the risk of child on child abuse including engendering an atmosphere of listening and trust, a robust and comprehensive PSHE programme that teaches the importance of mutual respect and staff training sessions.

The School's approach to sexting is set out in the Internet Acceptable Use Policy and the School will follow the DDMSC / UKIS guidance "Sharing nudes and semi-nudes: advice for education settings working with children and young people" (December 2020) when responding to an allegation that nudes and/or semi-nudes have been shared.

#### Online incidents

Online incidents (including bullying, sharing nude or semi-nude images and sexual harassment) will be dealt with as disciplinary issues as well as invoking the school's Child Protection and Safeguarding Policy and procedures which may result in referrals to the police and Local Authority Designated Officer (LADO).

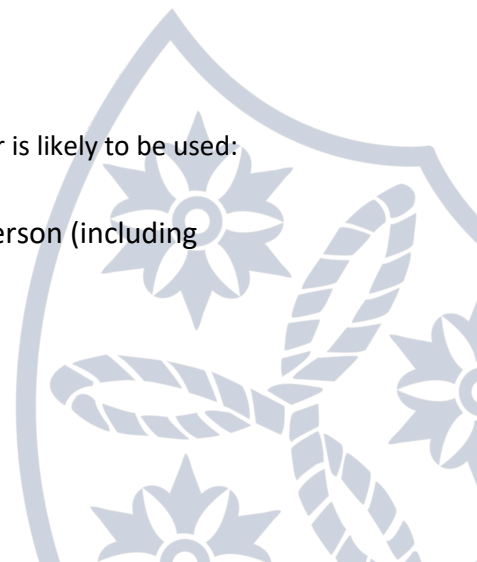
#### Mobile Phones

The use of mobile phones is carefully managed throughout the school day in an age appropriate way and staff and pupils should refer to the Mobile Phone Policy for guidance on the restrictions in place for each year group. Unauthorised use of mobile phones during the school day, should be reported to the relevant Housemistress in the Senior School and the Year Group Teacher in the Prep School.

#### Banned items

As set out in the *Conducting a Search and Confiscation Policy*, there are a number items that are prohibited within the school setting (including school trips, when pupils are under the direct charge of a member of staff)

- Knives and weapons
- Alcohol
- Illegal drugs
- Stolen items
- Any article that the member of staff reasonably suspects has been, or is likely to be used:
  - To commit an offence, or
  - To cause personal injury to, or damage to property of, any person (including the pupil)
- Tobacco and cigarette papers, e-cigarettes or vapes
- Fireworks



- Pornographic images

All instances of a pupil being caught in possession - or suspected to be in possession of - any of the above - should be referred to The Principal immediately.

#### Malicious Allegations Against Staff

All allegations against staff are taken seriously and investigated appropriately, as outlined in the 'Complaints Policy and Procedures'. Pupils found to have made a malicious allegation against staff, however, can expect to be dealt with severely. Depending on the circumstances, this may include suspension or expulsion from the school.

#### School systems

Expected behaviour of pupils:

- You should be courteous, thoughtful and compassionate at all times and towards everyone in our community including in the way you speak to other people; peers, teachers, non-teaching staff and visitors
- You respect your own and others' property
- You take responsibility for your own personal safety and possessions
- You are understanding and supportive of the needs of all member of your community and are accepting of all individuals regardless of differences
- You entirely reject any form of prejudice or discrimination
- You should never make racist, sexist or other abusive or humiliating remarks either verbally or through social media.
- You should not use your mobile phone or any other electronic device inappropriately by taking/sharing pictures/videos etc. of someone without their consent
- You will respect the whole school site and take particular care not to drop litter, not to deliberately damage any part of the school grounds or the fabric of the site.
- On School outings or journeys you will follow all expected behaviour rules and understand that any instruction given by staff must be carefully observed.
- Pupils must never resort to physical violence.

How pupils appear:

- You will take pride in your appearance
- During the school working day you will follow the school dress code (sixth form) and wear the correct uniform (see school uniform list)
- You should not wear visible piercings, apart from a single ear piercing
- You should not have a visible tattoo
- You should not dye your hair in any colour other than a natural colour
- You should not have acrylic or false nails
- You should not wear excessive jewellery with school uniform



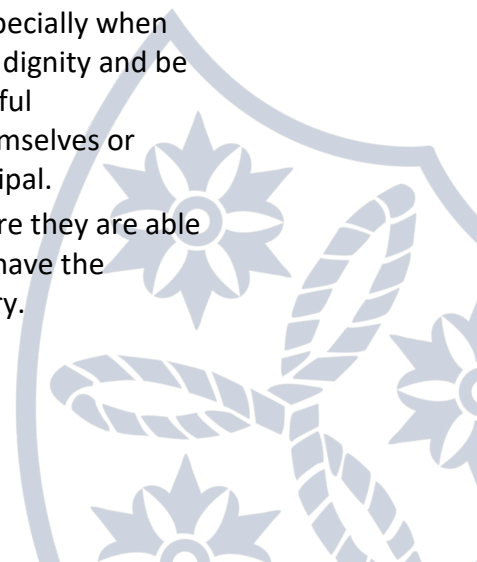
How pupils work:

- You respect the rights of others to learn and teachers to teach
- You will politely follow instructions from staff and prefects
- You will try your best academically
- You will respect deadlines and accept responsibility for your own organisation and timekeeping

Pupils are required to observe the following basic rules in the classroom:

- arrive on time with all the equipment needed for the lesson
- listen when the teacher is giving instructions
- follow instructions
- treat others with respect and consideration at all times
- adhere to all health and safety regulations in classrooms and around the school.

### The Role of Staff

- Teachers should ensure that learning intentions are clear, lessons well planned and work sensitivity differentiated.
  - Staff should set clear expectations, be fair and engage pupils while applying a positive approach towards discipline.
  - Staff should show appropriate appreciation for effort and achievement by pupils, using encouraging words and appropriate rewards. These may include certificates of achievement handed out in assemblies and letters to parents/guardians and carers; Divisional points which should be added to the main points system on Firefly or recorded on merit cards in the Prep School. Referral to the Head of Department, Head of Prep and Principal for special congratulations via the Principal's Award or Headteacher's Award for excellent work or effort, going above and beyond in a particular area.
  - For all staff involved in the supervision of pupils, it is their constant responsibility when on the school site, or when accompanying pupils on visits and residential trips, to apply expectations of good behaviour and to intervene when these are not met.
  - Staff are expected to demonstrate courteous, considerate, polite and professional behaviour at all times, and never use any form of abusive or humiliating remarks.
  - Staff should always aim to manage behaviour positively and especially when dealing with challenging behaviour, help the pupils to maintain dignity and be able to make a fresh start. Staff should use restraint only in lawful circumstances, for example to prevent a pupil from hurting themselves or others and should report the incident immediately to The Principal.
  - Staff should aim to create a secure environment for pupils where they are able to react positively to school policies, such as anti-bullying, and have the opportunity to contact an outside agency, should it be necessary.
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- Staff should ensure they update their understanding and skills in managing behaviour effectively by taking regular advantage of relevant professional development opportunities.

## Appendix One

### **REWARDS, SANCTIONS AND EXCLUSIONS**

***To be read in conjunction with the following policies: Anti-Bullying, Students' Code of Conduct; Drugs and Substance Abuse Policy; ICT acceptable use, Complaints procedure for parents and pupils, Statement of Boarding principles and Practice.***

At Moreton Hall we encourage the establishment of good teacher/pupil relationships and support of the school's values through a system of rewards and sanctions which are designated to promote a calm, happy and disciplined learning environment. Rewards are given in the following ways:

- Verbal praise
- Divisional points for Academic achievements (excellent prep; class work etc.)
- Divisional points for kindness, thoughtfulness, helpfulness etc.
- Principal's or Headteacher's Awards for going above and beyond
- In the Prep School, termly values awards are presented
- Displays of Academic work
- Displays of work in Art, Sports; performance in Music and Drama etc.

#### Rewards and Sanctions: Promotion of good behaviour

Through the Divisional System (vertical houses) within the school, pupils can be rewarded with points, or merits in the Prep School, for their division for academic work (excellent prep; class work etc.), kindness, thoughtfulness, helpfulness.

Teachers can also inform tutors, form teachers and Housemistresses (or Head of the Prep School) about any pupil whom they feel should have special mention in House meetings or assembly in recognition of excellent work, achievement or behaviour.

Assemblies are also times when particular praise can be given for outstanding achievements. In the Prep School, recognition of merits is given through certificates and termly values awards. Pupils can also be awarded Headteacher's Awards in recognition of specific effort or achievement. Pupils are invited to contribute to determining school behaviour-management policy through representation to the school council.

Generally speaking, sanctions fall into two main categories:

1. Sanctions for minor breaches of conduct e.g. community service, report card
2. Suspension or Permanent exclusion



Sanctions for minor breaches of conduct:

Failure to comply with the standards and values of the school are normally dealt with as part of the pastoral process and we seek to make the disciplinary measures a learning experience. Teachers are encouraged to inform the tutor and Housemistress if they have any cause for concern about a pupil. In the Prep School teachers would discuss concerns with the class teacher, Head of Phase, Head of Prep and, where applicable, the Stables Housemistress. When poor behaviour is identified sanctions are implemented in line with the Behaviour Policy but may include:

- A verbal reprimand
- Reporting to the pupil's Tutor, class teacher and Housemistress
- Students may be put on a House card (Performance Card in the Prep School) by the Housemistress or class teacher, after consultation with the tutor/Head of Prep and the teacher making the complaint; the student's behaviour and attitude during lessons, activities, school trips are noted in this report and are then lodged in the student's file.
- Students may be given community service tasks.
- Parents to be informed by the Housemistress, class teacher if the behaviour continues.

The teacher is responsible in the first instance for dealing with minor infringements, such as lateness or poorly completed work, casual rudeness or disruption in the class, and late or poorly completed work. Repetition of this behaviour will be passed on to the pupil's Housemistress, Tutor, the Deputy Heads of Senior School, Head of Prep School and the Head of Department.

All staff should take into account issues relating to special educational needs and disabilities and reasonable adjustments would be made for these pupils.

#### Suspension or Permanent Exclusion

The school takes a firm line on the abuse of alcohol, drug offences, substance abuse, Illegal or prohibited items and bullying (see **Pupil's Code of Conduct; Behaviour Policy**); If an individual is persistently in breach of school rules or their attitude and behaviour are seriously damaging to the life and welfare of others, or a single major breach of law, rule or morality, they may be asked to leave the school. These sanctions are restricted to very serious offences.

Possible examples of offences may include:

Premeditated  
Theft Drug Use  
Misuse of alcohol  
Physical Assault  
Persistent Bullying



Inappropriate behaviour of a serious kind towards another - student or adult  
Criminal damage

These more serious misdemeanours should be reported directly to the pupil's Housemistress, who will discuss the matter with the Deputy Heads of the Senior School and Principal. In the Prep School, serious misdemeanours would be initially referred to the Head of the Prep School who will discuss the matter with the Principal.

Whenever a sanction is imposed in this category, a full investigation will be undertaken by a senior member of staff and parents will be notified at the point in time when details are clearest. Interviews will be held (notes will be taken), meetings may take place and time will be taken to ensure the best chance of correct decisions being made.

Breaches of discipline outside school grounds:

The school takes the conduct of its pupils outside the school grounds, when representing the school, extremely seriously. A pupil's misbehaviour outside of school can be damaging to the reputation of both the pupils and the school. Where an incident is reported to the school of a pupil's poor behaviour outside of the school grounds and the incident has been witnessed by school staff, the school will take an evidence-based approach and/or talk to the witness before identifying further action and any sanctions required for such behaviour.

The school will report to the police any activity which it believes may amount to a criminal activity which takes place either within school grounds or outside of its grounds. Drugs and weapons will be confiscated immediately and held for the police as potential evidence. If the school believes a pupil may have taken drugs then the school will immediately seek medical advice and may involve the police. Sexual offences would generally be reported to the police immediately.

Parents may refer to the school's **Complaints Procedure** if they are unhappy with the way the matter has been dealt with.

<b>Policy:</b>	Behaviour Policy (including Rewards, Sanctions and Exclusions)
<b>Applies to:</b>	All pupils in the Senior School and Prep School
<b>Reviewer to enter initials and appropriate date:</b>	EW/DS (August 2023)  To be reviewed September 2024