



*Doing all the good we can*

May 2020 Covid-19 update

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*Doing all the good we can*

Be **R**eady,

Be **M**utually Respectful

Be **S**afe

At Richmond Methodist Primary School we recognise that clear structure of predictable outcomes have the best impact on behaviour. Our Behaviour Policy and Behaviour Blueprint sets out the rules, relentless routines and visible consistencies that all children and staff follow. It is based on the work of Paul Dix and his book 'When the adults change, everything changes'. Good behaviour is recognised sincerely rather than just rewarded. Children are praised publicly and reminded in private. In light of the recent closure of schools due to the outbreak of Covid-19 and the gradual re-opening of schools, we have updated this policy to reflect the increased focus of having positive hygiene routines and protocols.

"You can be strict without being nasty, maintain boundaries without cruelty and correct children without aggression"

Paul Dix, Pivotal Education

Richmond Methodist School has three simple rules 'Be **R**eady, Be **M**utually Respectful and Be **S**afe' which can be applied to a variety of situations and are taught and modelled explicitly. We also understand that for some children following our behaviour expectations are beyond their developmental level. In this case, these children will have bespoke positive behaviour plans which may include rewards to reinforce positive behaviour.

## Our Behaviour Blueprint

Proud to be RMS... Doing all the good we can.

### Hygiene Rules

Ready to be safe- rigorous cleaning routines (including hand washing)

Mutually Respectful to others- keeping appropriate distances and respecting each other's space

Safe- keeping yourself and other safe by following adult guidance in and around school

### Rules

Be Ready

Be **Mutually Respectful**

Be Safe

### Visible Consistencies

Calm, consistent, respectful behaviour

First attention to best conduct

Recognition Boards

### Over and above recognition

Celebration Assembly

Contact Home

Headteacher Recognition

### Relentless Routines

Meet and Greet (non-physical)

Visual countdown

PIP and RiP – Praise in public, remind in private

Clear hygiene routines and timetable

### Behaviour Pathway

Reminder

Warning

Calming Time \_ Time IN not Time OUT that counts

Restorative Follow Up

**\*Asked to continue learning at home\***

### Scripted Conversations

I've noticed that...

I need you to...

Thank you for...

Remember when...that's the behaviour I need to see

### Restorative Follow Up and Repair

What happened?

What were you thinking?

What have you thought since?

Who suffered as a result?

What do you need to do to put things right?

### Steps to avoid exclusion

Children with challenging behaviours have an individual positive handling plan

Early targeted support from outside agencies

Effective partnerships with parents/carers

Regular review of support and provision

## Policy Statement

Richmond Methodist School is committed to creating an environment where exemplary behaviour and attitudes are at the heart of productive learning and good relationships, enabling the whole school community to flourish. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. This Behaviour Policy is for all of our school community. If it is to be effective everyone must use it with confidence and consistency.

### The purpose of the policy is to:

- ✓ Fulfil the Governors' duty of care to pupils and staff, enabling them to feel safe, respected and valued.
- ✓ Promote a calm and positive climate for learning that ensures effective learning and teaching takes place, leading to high standards of attainment for all pupils.
- ✓ To establish a framework for staff to problem solve that focuses more on relationships and less on sanctions.
- ✓ To support pupils to develop the skills to take responsibility for poor conduct and to manage and modify their behaviour
- ✓ Ensure that the reputation of Richmond Methodist Primary School is positive in the local and wider community.
- ✓ To ensure that the policy reflects the current needs and requirements of the children, adults and wider community using language that everyone is familiar with.

### Aims of the policy

- ✓ To create a culture of exceptionally good behaviour and attitudes.
- ✓ To ensure that learners are treated fairly, shown respect and kept safe.
- ✓ To give learners first attention and importance for best conduct.
- ✓ To avoid giving attention and importance for poor conduct.
- ✓ To help learners take control over their behaviour and be responsible for the consequences of it.
- ✓ To build a community which nurtures our Christian values and places our Methodist ethos 'for all' at the heart of the school.
- ✓ To ensure that excellent behaviour is the expectation for all.

### Expectations of Adults

We expect every adult to:

- ✓ Meet and greet and make all pupils feel welcomed and valued
- ✓ Refer and redirect to: Be 'Ready, Be Mutually Respectful, Be Safe'
- ✓ Model positive behaviours
- ✓ Be a visible presence around school to encourage appropriate conduct
- ✓ Encourage use of rules, visible consistencies, over and above recognition, relentless routines, behaviour pathways, scripted conversations and restorative follow up.
- ✓ Deliberately and persistently catch pupils doing the right thing and praise them in front of others
- ✓ Know their children well and develop positive relationships with all pupils
- ✓ Relentlessly work to build mutual respect
- ✓ Demonstrate unconditional care and compassion
- ✓ Remain calm and give 'take up time' when going through the steps. Prevent before sanctions.
- ✓ Follow up every time, retain ownership and engage in reflective dialogue with learners.
- ✓ Never ignore or walk past learners who are behaving badly.
- ✓ Follow our Behaviour Blueprint and Behaviour Pathway

### Senior Leaders

Senior leaders are not expected to deal with behaviour referrals in isolation. Rather they are to stand alongside colleagues to support, guide, model and show a unified consistency to the learners.

Senior leaders will:

- ✓ Take time to welcome learners at the start of the day
- ✓ Be a visible presence around the site and especially at transition times
- ✓ Celebrate staff, leaders and learners whose effort goes above and beyond expectations
- ✓ Regularly share good practice
- ✓ Support staff in managing pupils with more complex and challenging behaviours
- ✓ Use behaviour data (recorded on CPOMS) to target and assess school wide behaviour policy and practice
- ✓ Ensure staff training needs are identified and targeted
- ✓ Regularly review provision for learners who fall beyond the range of written policies

## **Pupils**

- ✓ Respect our Behaviour Blueprint
- ✓ Maintain the highest standards of personal conduct and to accept responsibility for their behaviour

## **Parents and Carers**

- ✓ Respect the school's Behaviour Blueprint and Policy
- ✓ Support their child by agreeing to discuss any problems that arise
- ✓ Celebrate with us their children's successes

## **Governors**

- ✓ Set down the general guidelines on standards of behaviour and will approve and review the effectiveness of the Behaviour Policy.
- ✓ Support and challenge the Headteacher when making decisions about matters of behaviour.

## **Recognition and rewards for learners who go 'over and above'**

We recognise and reward learners who go 'over and above' our standards. Our staff understand that at Richmond Methodist Primary School we recognise that the use of praise in developing a positive atmosphere in the classroom cannot be underestimated and a quiet word of personal praise can be as effective as a larger, more public reward. It is the key to developing positive relationships, including with those learners who are hardest to reach. Pupils who demonstrate any of the three core rules and values will be acknowledged by being on the Recognition Board and achieving a House Point. Positive rewards for behaviour that is 'over and above' may take the form of contact home: a Class Dojo message, a positive note home, a phone call or a face to face chat, recognition in Celebration Assembly and recognition by the Headteacher.

## **Celebration Assembly**

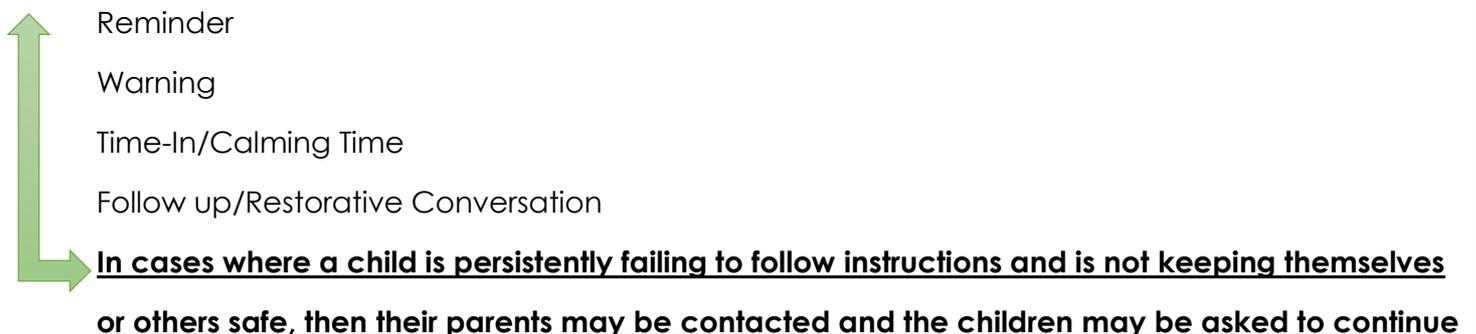
Our celebration assembly is on a Friday afternoon, where one pupil from each class will be chosen for student of the week. This pupil will have consistently gone "over and above" in our school rules and values during the week. The children are selected at the beginning of the assembly and receive a certificate and a golden house point from the Headteacher. They then take their seat with pride of place on "the best seats in the house" for the duration of the assembly. The pupils will attend "Hot Chocolate Monday" which is sharing a hot chocolate, biscuit and a chat with the Headteacher. Temporarily, this form of celebration may take place in a virtual format to reflect the efforts of learners in school and those who are continuing with learning at home.

## **Practical steps in managing and modifying poor behaviour**

Learners are held responsible for their behaviour. Staff will deal with behaviour without delegating. Staff will use the steps in behaviour for dealing with poor conduct. It is the aim that learners should be kept at steps 1 and 2 for as long as possible.

Stepped Behaviour Pathways
Gentle Approach, use child's name, child level, eye contact, deliver message
<p>1. REMINDER:  I noticed you chose to ..... (noticed behaviour)  This is a REMINDER that we need to Be (Ready, Respectful, Safe)  You now have the chance to make a better choice  Thank you for listening  Example - 'I notice that you're running. You are breaking our school rule of being safe. Please walk. Thank you for listening.'</p>
<p>2. WARNING:  I noticed you chose to ..... (noticed behaviour) This is the second time I have spoken to you. You need to speak to me for two minutes after the lesson. If you choose to break the rules again you leave me no choice but to ask you to leave the room / go to the quiet area / thinking mat ..... (learner's name), Do you remember when ..... (Model of previous good behaviour)? That is the behaviour I expect from you. Think carefully. I know that you can make good choices Thank you for listening / I'm glad we had this conversation  Example - 'I have noticed you are not ready to do your work. You are breaking the school rule of being ready. You have now chosen to catch up with your work at playtime. Do you remember that yesterday you started your work straight away and got it finished? That is what I need to see today. Thank you for listening.'</p>
<p>3. CALMING TIME:  I noticed you chose to ..... (noticed behaviour) You need to: 1. Wait outside the classroom/Go to quiet area 2. Go to sit with other class 3. Involve a member of the SLT 4. Involve DHT/HT  Playground: You need to: 1. Stand by other staff member 2. Sit on the bench 3. Go to DHT/ HT's office I will come and speak to you in two minutes  Example - 'I have noticed you chose to use rude words. You are breaking the school rule of being respectful. You have now chosen to go and sit in the quiet area. I will come and speak to you in two minutes. Thank you for listening.' TIME IN not TIME OUT that counts.  *DO NOT describe child's behaviour to other adult in front of the child*</p>
<p>4. FOLLOW UP, REPAIR AND RESTORE  1. What happened? (Neutral, dispassionate language.)  2. What were you feeling at the time?  3. What have you felt since?  4. How did this make people feel?  5. Who has been affected? What should we do to put things right? How can we do things differently?</p>
<p>5. CONSEQUENCES  1. Make it clear that unacceptable behaviour affects others in the school community.  2. Not apply to a whole group for the activities of individuals.  3. Be consistently applied by all staff to help to ensure that children and staff feel supported and secure  It should also be made very clear that it is the behaviour that is unacceptable, and any consequence should address this, not be made personal to the child.</p> <p>If behaviour</p> <p>*Remember it's not the severity of the consequence , it is the certainty that this follow up will take place that is important.</p>

### Our RMS Behaviour Pathway



## **there learning at home.**

*Should you feel, using your professional judgement, a senior member of staff needs to be part of the Follow up/Restorative Conversation then follow the guidelines below:*

Involve the SLT/DHT/HT

Phone the Parents

Parents called into School

Seclusion

Exclusion

**In cases where children are persistently failing to follow instructions and are not keeping themselves or others safe, then parents will be contacted and the children may be asked to continue there learning at home.**

## **Challenging Behaviours**

Some children exhibit particular behaviours based on special needs, early childhood experiences and family circumstances. As a school we recognise that their behaviour is their way of communicating their needs. Where possible, we use our most skilful staff to build relationships with each individual child. These children will have bespoke 'Positive Handling Plans' that can be found in Appendix A.

When dealing with an episode of challenging behaviour, a child may need to be restrained if they or another person is unsafe. This will only be used as last resort and by trained staff only. Appendix B.

The school will record all serious behaviour incidents on CPOMS and any restraints using a Serious Incident Report (SIR form). This can be found in Appendix C.

**Exclusions** may occur following extreme incidents at the discretion of the Headteacher. A fixed-term exclusion will be enforced under these conditions:

- ✓ Staff and pupils need respite after an extreme incident
- ✓ The child needs time to reflect on their behaviour
- ✓ To give the school time to create a plan which will support the child better
- ✓ The child being at home will have a positive impact on future behaviour

If these conditions are not met, other options may include a period of in-school seclusion.

We understand that throughout this process, it is imperative that we explain what is happening and why it is happening to parents and arrange meetings to discuss.

## **Permanent Exclusion or Managed Transfer**

Exclusion is an extreme step and will only be taken in cases where:

- ✓ Long term misbehaviour is not responding to the strategies and the safety and learning of others is being seriously hindered.
- ✓ The risk to staff and other children is too high
- ✓ The impact on staff, children and learning is too high

Permanent exclusion will be a last resort and the school will endeavour to work with the family to complete a managed transfer to a more suitable setting. In all instances, what is best for the child will be at the heart of all our decisions.

The school will follow the guidance set out in the DFE publication, 'Exclusion from maintained schools, academies and pupil referral units in England: Statutory guidance for those with legal responsibilities in relation to exclusion', 'Use of Reasonable Force in Schools' and 'Reducing the need for restraint and restrictive intervention'.

## **Appendix A**

### **POSITIVE HANDLING PLAN**

#### **To follow**

## **Appendix B**

### **PHYSICAL INTERVENTION & USE OF REASONABLE FORCE POLICY**

#### Key Points

##### 1. DEFINITIONS

- ✓ Reasonable force' - actions involving a degree of physical contact with pupils; it can be used to prevent pupils from hurting themselves or others, damaging property, or causing disorder
- ✓ 'Force' can mean guiding a pupil to safety, breaking up a fight, or restraining a student to prevent violence or injury
- ✓ 'Reasonable in the circumstances' means using no more force than is needed
- ✓ 'Control' is either passive – e.g. standing between pupils, or active e.g. leading a pupil by the arm out of a classroom
- ✓ 'Restraint' means to hold back physically or to bring a pupil under control

##### 2. THE LEGAL POSITION

###### Who can use reasonable force?

All members of school staff have a legal power to use reasonable force, and it can apply to other adults, e.g. unpaid volunteers or parents accompanying students on a school trip.

Staff should use their professional judgement of each situation to make a decision to physically intervene or not.

Staff should avoid causing injury, pain or humiliation, but in some cases it may not be possible. Schools do not require parental consent to use force on a pupil.

##### 3. WHEN CAN PHYSICAL FORCE BE USED?

Schools can use reasonable force to:

- ✓ Remove disruptive pupils if they have refused to follow an instruction to leave
- ✓ Prevent a pupil who disrupts a school event, trip or visit
- ✓ Prevent a pupil leaving the classroom where this would risk their safety or disrupt others
- ✓ Prevent a pupil from attacking another child or adult or to stop an incident
- ✓ Restrain a pupil at risk of harming themselves through physical outbursts

Schools cannot use force as a punishment – this is always unlawful.

The school will record all serious behaviour incidents on CPOMS and any restraints using a Serious Incident Report (SIR form). This can be found in Appendix C.