

Behaviour and Exclusion Statement of Practice



Lees Brook
Academy

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Introduction

This document sets out the arrangements for the variety of methods used to reward and sanction student behaviour at Lees Brook Academy (LBA) and details of the procedures and practices implemented in line with the Trust policy for Behaviour and Exclusions. Following the school rules and adherence to the school's dress code policy is a condition of admission into the school.

Related Policies, Statements of Practice and Procedures

- SEN policy
- Attendance and Punctuality Statement of Practice
- Safeguarding Policy
- Anti-bullying Statement of Practice
- Safeguarding Statement of Practice
- Mental Health Statement of Practice

Statement of Practice

Lees Brook Academy aims to improve the life chances of all our young people by ensuring they receive the very best education. We aim to provide a happy, safe and stimulating environment based on mutual respect and shared values. Positive behaviour is a central pillar to creating this environment. Lees Brook Academy is committed to: promoting self-esteem, self-discipline, positive relationships and regard to authority based upon mutual respect; ensuring that there is equality and fair treatment for all; having consistently high expectations of all students; ensuring that there are effective operational routines that are applied rigorously and consistently; creating a safe climate for learning which enables effective teaching and learning to take place; promoting a culture of praise and encouragement in which all students feel valued and are given the opportunity to succeed and encouraging a positive relationship with parents and carers with communication that is both effective and timely.

Rewards

Lees Brook Academy believes all young people respond positively to praise and encouragement and all staff will promote positive behaviour.

The role of rewards and praise in recognising and promoting the core values is a key component of developing the potential of our students by giving them encouragement and praise. We endeavour to catch and celebrate every student's achievements both inside and outside of the classroom and believe that good behaviour is also best promoted and developed by drawing attention to and rewarding well behaved and hardworking students via a range of different opportunities and forums.

A brief overview of the schools reward systems are set out below:

Positive Points Go4Schools (G4S):

- All students can be issued positive points on G4S
- Reaching certain point milestones will mean students are issued with a certificate and badge.
- Points can be issued for displaying behaviours linked to our school values of Learn, Believe, Achieve. Students can also be issued points for working well in groups and showing teamwork skills.

Golden / Platinum tickets:

- All staff can issue gold and platinum tickets.
- Each ticket is an entry into a prize draw to win an Amazon voucher between £10 and £20
- Staff may give tickets out to students for displaying desired behaviours such as being polite and friendly, starting work quickly, picking up litter, being helpful etc.

Rainbow Rewards:

Once per half term there will be a 'Rainbow Rewards week'. During this week staff issue Rainbow tickets to students which are not entered into a prize draw. These tickets instantly win a variety of prizes such as chocolate bars or ice creams.

Postcards:

- All staff can issue postcards home to inform parents of something positive.

Star Student Award:

A weekly award in assemblies nominated by every faculty. One overall winner is chosen by the Year Leader.

Sanctions

Outstanding behaviour for learning is constantly encouraged and promoted within Lees Brook Academy, however, when behaviour does not meet our expectations, there is a clear sanctions system which all of our staff follow. We believe this system ensures a fair and consistent approach for all which helps to underpin our education focus whilst maintaining discipline and mutual respect between students, and staff and students at all times.

Lees Brook Academy's five basic classroom expectations are:

- 1) Arrive on time and in the correct uniform
- 2) Show respect to all and never challenge the teacher
- 3) Complete all work to the highest possible standard
- 4) Engage and contribute throughout the lesson
- 5) Never talk over the teacher

When poor behaviour is identified, the Academy will use a range of disciplinary measures including, but not limited to:

- verbal reprimand
- moving of seat in a classroom setting
- removal to 're-set'
- removal to the Independent Learning Unit (ILU)
- external isolation (another Academy within the Trust)
- supervised lunch / lunchtime detention

- 30 minute after school detention *
- 60 minute after school detention**
- Regular reporting to monitor behaviour in and out of lessons
- Fixed term suspension
- Use of Alternative Provision
- Managed Move
- Permanent Exclusion

*DfE Guidance 2016 states that parental consent is not required for detentions. School should consider whether suitable travel arrangements can be made by the parent for the Student. It does not matter if making these arrangements is inconvenient for the parent.

** Any student who fails to attend (without agreed reason) a 30 minute after school detention will automatically incur a 60 minute after school detention the following day. Any student failing to attend a 60 minute after school detention will be placed in the ILU until 4pm the following day.

STAGE	SANCTION
VERBAL WARNING (recorded on board)	This incurs no sanction, but serves as a warning and an opportunity for the student to improve their behaviour. Student is informed and name is written on the board with a number corresponding to the classroom expectation which has been broken.
RECORDED WARNING	This incurs no sanction. This serves as a final warning and an opportunity for the student to improve their behaviour. Student is informed and name is written on the board with a number corresponding to the classroom expectation which has been broken. Parents are informed of this via G4S.
NEGATIVE POINT	This is recorded on G4S, parent and carers are informed via text of an after school same day detention for 30 minutes (or the following day if before the daily cut off)
SERIOUS INCIDENT/ REMOVAL FROM LESSON	As a minimum, the student will be removed from lessons and be placed in RESET for the remainder of the lesson and be issued with a 30 minute detention. This is recorded on G4S. If a student is removed for the second time in a day, the student will be placed in the ILU. More serious offences may also result in further sanctions which may include a fixed term exclusion.

If a student incurs two negative points in one day, they will be placed in ILU the following day.

In order for the sanction to be lawful, the school/academy will ensure that:

- The decision to sanction a student is made by a paid member of school staff, or a member of staff authorised to do so by the Principal.
- The decision to sanction a student is made on the school/academy premises or whilst the student is under the charge of a member of staff, such as during an educational trip/visit.

- The decision to sanction a student is reasonable and does not discriminate on any grounds, such as disability, race, special educational needs – as per the Equality Act 2010 in respect of safeguarding students with special educational needs, and any other equality rights.
- The school/academy will ensure that all sanctions are reasonable in all circumstances, and will take into account the student’s age, religious requirements and any special educational needs or disabilities.

Internal Learning Unit (ILU)

More serious incidents may lead to Senior or Middle Leaders placing a student in either our, or a partner school’s on-site exclusion centre. When in our school’s Internal Learning Unit (ILU), students automatically incur a 60 minute after school detention. If in one of our partner school’s on-site provision, this will be discussed with parents prior to its undertaking. Persistent poor behaviour in the ILU or a serious breach of the schools’ Behaviour Policy may result in either a fixed term suspension or permanent exclusion from school.

Behaviour out of the classroom and Uniform infringements- Standards Cards

Every student in the academy will be issued with a ‘standards’ card. These are used to record minor behaviour infringements outside of the classroom and uniform infringements, examples of this include (but are not limited to): Poor behaviour in corridors, poor language, dropping litter, not having the correct uniform without a prior agreed reason. Standards cards will be signed by any member of staff. Should any student have the card signed 4 times, this will result in a 30 minute after school detention, and students will then be issued with a fresh card. Should a student fail to have a standards card, this will result in a 30 minute afterschool detention.

Behaviour off school premises

Academy staff can sanction students for misbehaviour outside of the Academy premises, which could be deemed as bringing the academy into disrepute. Sanctions are the same as those issued when in school. An example of this could be on a school trip or travelling to and from school.

Fixed Term suspensions

Any recommendation for a fixed term suspension must be submitted to the Principal or the Assistant Principal for Behaviour when they are acting in the Principal’s absence with the appropriate supporting evidence. This evidence should include a history of previous sanctions, support, and other interventions received by the student.

This in turn will be discussed further with the Principal for sanctioning. All incidents that may require a fixed term suspension will be thoroughly investigated by the appropriate staff and parents/carers will be kept updated as to the proceedings. Investigations may include: statements from witnesses (taken individually), the use of CCTV and other evidence (e.g. social media). All steps will be taken to make sure parents/carers are informed, including the use of emergency numbers where parents/carers cannot be contacted. Further to this, a letter will be sent home and a re-admission meeting will be made with parents/carers, this meeting will include the student, parent(s), Year Leader

and a member of SLT when appropriate. Students will not be allowed back into class until this meeting has been held. Students will work in the Isolation room or in a specified seclusion area during this time.

While the school will take all reasonable steps to meet individual needs and help individuals to improve, the school will not tolerate behaviours which undermine the wellbeing or learning of others, or where in spite of support and intervention there is minimal or no improvement.

Fixed term suspensions, ILU, or permanent exclusions may be used in response to (but not limited to) any of the following

- Physical assault on a student or adult
- Verbal abuse/threatening behaviour against a student or adult
- Bullying
- Racist abuse
- Homophobic abuse
- Sexual misconduct (**)
- Drug and alcohol related offences
- Damage to property or possessions
- Theft
- Persistent disruptive behaviour
- Defiance (wilful and repeated refusal to follow the instructions of a member of staff)
- Weapons related offences – including the possession of weapons
- Posing a health and safety threat
- Malicious accusations against school staff
- **Putting any member of the Academy community at risk**
- Any other offence deemed to be serious by the Principal or which brings the Academy into disrepute.
*(**) – Schools/Academies uses the advice document ‘Sexual violence and sexual harassment between children in school and colleges December 2017’ as a basis for determining what behaviours are considered as sexual violence and sexual harassment. In addition, schools/academies will ensure that victims are supported and that reasonable sanctions are put in place. Schools/academies will also maintain logs of these incidents.*

The length of the exclusion will be decided by the Principal or Assistant Principal- Behaviour based on the evidence seen. Parents will be informed of this by telephone or email (where appropriate) and letter (which may be sent electronically). This may be after being informed of the initial suspension.

The Decision to suspend

If the Principal decided to suspend a student he (or a delegated person) will:

- ensure that there is sufficient recorded evidence to support the decision
- explain the decision to the student
- contact the parents/carers, explain the decision and, where appropriate or necessary, ask that the child be collected

- send a letter to the parents confirming the reasons for the exclusion and the length of the exclusion along with any terms or conditions agreed for the student's return
- Ensure that appropriate work is set and that arrangements are in place for it to be marked, work may be set online.
- for fixed period exclusions of over 5 days arrange suitable full-time educational provision from, and including, the sixth school day of the exclusion
- plan how to address the student's needs on his/her return which will be discussed in a readmission meeting
- meet with parents and student on his/her return for a re-admission meeting
- Place the student on Year Leader or SLT report for a minimum of one week once the student has returned to normal lessons.

On return from a suspension students may be required to complete time in the ILU if deemed appropriate. This is to allow the student time to demonstrate that they are now able to attend normal lessons without the need to be suspended again and for the Pastoral/Inclusion Team (Year Leaders, Student Support Mentors, Form Tutor) to work with students around their behaviour and to put in place any support that the student may require to reintegrate them back into mainstream school and lessons.

Recommendation for support/intervention may also be discussed and agreed at the readmission meeting. Examples of additional intervention which may take place following an exclusion could include

- Referral to the SEND department
- Alternative provision put in place
- Timetable alterations / Year half moves
- Restorative Practice Meeting
- Involvement of outside agencies
- Multi agency meeting
- Temporary placement at another school (one half term)
- Managed Move to another school

Students who continue to commit serious offences and receive further fixed term suspensions despite additional support put in place may be required to go before the Academy Advisory Board's (AAB) Disciplinary Panel to discuss the seriousness of the situation and to discuss any further support that may be required. This may also include a final warning to the student. Parents/carers are required to attend these meetings.

Permanent Exclusion

Whilst everything that can be done to avoid a permanent exclusion will be put in place, where an incident is so severe the Principal will use their power to permanently exclude a student from Lees Brook Academy. Such incidents could be based on the following:

- Possessing an offensive weapon with threats, intimidation of others and/or its use
- Dealing/selling illegal substances
- Violent and/or physical aggression towards a member of staff
- Violent physical assault of student
- Extreme sexual misconduct
- Repeated violation of school rules/persistent disruptive behaviour when all other measures have been exhausted

Where such an incident might occur, the police may be consulted, especially where a criminal act has taken place.

As with Fixed Term suspensions, any incident of such a serious nature will be thoroughly investigated before a decision is made and parents/carers will be kept always informed. Where the decision to permanently exclude is taken, parents/carers will have the procedures explained to them along with the time frames imposed on the school for such a procedure. For the Permanent Exclusion AAB meeting, parents/carers will be allowed to bring along support (such as Parent Partnership).

At all times the school will pay appropriate regard to the DfE document Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including pupil movement (2022). No exclusion will be initiated without first exploring other strategies or, in the case of a serious single incident, a thorough investigation.

Behaviour outside of school

Students' behaviour outside school on school business e.g. on school trips, at sports fixtures, is subject to the school's behaviour policy. Bad behaviour in such circumstances will be dealt with as if it had taken place in school.

For behaviour outside the school, not on school business, the Principal may suspend or exclude a student if there is a clear link between that behaviour and maintaining good behaviour and discipline among the student body as a whole, or if it is deemed to be damaging to the reputation of the academy or bringing the academy into disrepute. This will include travelling to and from school at the start and end of the school day, including any public transport.

Students with Special Educational Needs and disabilities

The school will always take into account any special educational needs when considering whether or not to exclude a student. We have a legal duty under the Disability Discrimination Act 1995 as amended not to discriminate against disabled students by excluding them from school for behaviour related to their disability. The Principal should ensure that reasonable steps have been taken by the school to respond to a student's disability so the student is not treated less favourably for reasons related to their disability. 'Reasonable steps' could include:

- differentiation in the school's Behaviour Policy
- developing strategies to prevent the student's behaviour
- requesting support from external agencies
- staff training

Where reasonable adjustments to policies and practices have been made to accommodate a student's needs and to avoid the necessity for exclusion as far as possible, exclusion may be justified if there is a substantial reason for it or if the serious offence has no link with the student's individual disability or needs.

Searching, Screening and Confiscations

The Academy acknowledges its duties and responsibilities under the Education Acts of 1996 and 2011, the Education and Inspections Act of 2006 and Health and Safety at Work 1974 in respect of searching and screening students as well as confiscation.

Principals and staff authorised by them, have a statutory power to search students and their possessions (e.g. clothing, bags or lockers) without consent, where they have reasonable grounds for suspecting that a student may have a prohibited items (listed above).

Staff members may instruct a student to remove outer clothing, including hats, scarves, boots and coats. A student's possessions will only be searched in the presence of the student and another member of staff, unless there is a risk that serious harm will be caused to any person(s) if the search is not done immediately, and it is not practicable to summon another member of staff. A staff member carrying out a search can confiscate anything which they have reasonable grounds to suspect is a prohibited item.

The school is not liable for any damage to, or loss of, any confiscated item.

The police will be contacted if any weapons, knives, illegal substances and extreme or child pornography are discovered by a member of staff. For all other items, it is at the discretion of the member of staff to decide if, and when, an item will be returned to a student.

Parents/carers will be informed of any confiscated item and may be required to collect the item (unless the item relates to alcohol, illegal drugs or tobacco), from the Academy office, **at a time deemed safe to do so.**

Use of reasonable force

Members of staff are able to use reasonable force to prevent students from committing an offence, injuring themselves or others, or damaging property.

The Principal and other authorised members of staff are able to use reasonable force when conducting a search without consent for certain prohibited items, including the following:

- Knives
- Weapons
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers
- Fireworks
- Pornographic images
- Any articles that have been used, or could be used, to commit an offence or harm

Controlled substances

Lees Brook Academy has a zero tolerance policy on illegal drugs and legal highs.

Following the identification and confiscation of a controlled substance, the staff member will seal the sample in a plastic bag and include details of the date and time of the confiscation and any witness/witnesses present.

The staff member will store the sample in a secure location.

The incident will be reported to the police immediately. The police will then collect the item and deal with it in line with their agreed protocols.

The Academy will name the student from whom the drugs were taken to the police, and a full incident report will be completed.

Any further measures will be undertaken in line with the Academy's Child Protection and Safeguarding Policy.

Where controlled substances are found on school trips away from the school premises, the parents/carers/guardians of the student, as well as local police, will be notified.

