



ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

RELATIONSHIPS, BEHAVIOUR and POSITIVE HANDLING POLICY

MISSION STATEMENT

I have come so that they may have life and have it to the full - John 10:10

As a Catholic school, God is at the heart of all we do. We believe that each person is made in His image, deserving to be treated with respect and dignity.

Showing respect, love and care for everyone and everything, we aim to develop harmony between pupils, parents, the school and Parish and grow as a Christian community.

We aim to embed the virtues in every child to believe in themselves to be the best that they can be and leave school as well-rounded individuals who care about themselves, others, and the world.

This policy must be read in conjunction with the
Safeguarding and Child Protection Policy and Use of Reasonable Force and
Positive Handling Policy

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1. Introduction

Our Mission Statement, together with Catholic Social Teaching principles, which reflect and guide our ethos, vision, culture, and behaviour expectations, emphasise, among other things, the value and dignity of every person, the importance of the common good, and a striving for peace. At St Thomas More, we are committed to giving each and every one of our pupils the greatest opportunity to learn, and we believe that behaviour in school is inseparable from academic achievement, as well as safety, welfare, wellbeing and all other aspects of learning. It is the key to all other aims which are best realised in an environment where positive behaviour is the norm and which is achieved through the building of positive relationships with all stakeholders.

This policy outlines our aims, principles, approach, strategy and a summary of procedures with regard to behaviour here at St Thomas More School. Any behaviour that detracts from the academic and social success of the school community, or that diminishes the dignity of staff or pupils is considered to be undesirable behaviour and good behaviour is not simply the absence of this but includes behaviour that encourages pupils towards flourishing as human beings, community members and scholars.

We will strive therefore to create a culture where positive learning and interpersonal behaviours are valued, taught and reinforced, where positive behaviour expectations are shared by all members of the community, and which includes a system of consequences that are fair, designed to teach and where necessary, repair any harm that has been caused.

2. Aims

- To provide a secure, safe, stable, reliable, happy, and stimulating learning environment for all pupils in which they feel valued and supported.
- To foster a culture in which pupils take pride in themselves and their school, believe that through the practice of positive learning behaviours, they can continually learn and improve and which incorporates a focus on positive relationships, characterised by attunement, trust, respect, warmth, support and connection, all alongside structure, and high expectations.
- To develop an atmosphere where good habits of conduct are encouraged, scaffolded, repeated, reinforced and expected.
- To provide the best opportunities we can for pupils to learn about behaviour and its impact, positive and negative.
- For pupils to develop an awareness and responsibility for the impact of their behaviour choices.
- For pupils to develop self-regulation and an awareness that this gives them greater freedom of choice about their behaviour and responses.

- To provide the best opportunities we can for pupils to learn and develop the skills, attitudes, behaviour and habits that will facilitate their becoming successful, resilient, persevering and independent learners as well as respectful and contributing members of our school and wider community both in the short and long term.
- To ensure that as a staff, we model positive behaviours, continually educate and train ourselves in best practice, employ and monitor tried and tested approaches strategies and techniques, and maintain links to the principles embodied in Catholic Social Teaching.
- To adopt a commitment to understanding and responding to the potential unmet needs underpinning behaviours from a trauma informed approach.
- To engage with parents / carers to develop a collaborative and supportive relationship.

"Creating a culture through routines, norms, good habits and consistency is the rising tide that lifts all ships."

3. Principles

- All pupils are valued equally and have the right to learn.
- High standards of behaviour benefit and are the responsibility of everyone in our school community, helping teachers teach and pupils reach their full potential in all aspects of their development.
- We believe this is most likely realised where there are high expectations which are communicated, taught, regularly practiced and reinforced as consistently as possible and where there is a high degree of both challenge and support for all pupils.
- We recognise that behaviour is often communication of a need and that pupils in our care are a diverse group with a wide range of cultural, linguistic, cognitive and educational backgrounds as well as life histories and current circumstances, all of which give rise to differing needs, cognitive development and behaviour responses.
- We believe that behaviour that causes harm can provide learning opportunities and pupils who present challenging behaviours are not defined by them.
- We recognise that the intrinsic rewards of positive behaviour (being successful learners, developing and maintaining peaceful relationships etc.) have long term advantages and should be prioritised and emphasised over extrinsic rewards (prizes unrelated to the behaviour) which nevertheless can be useful for steering pupils in the right direction.

4. Approach and Strategy

Our broad approach can be described as kindness combined with firmness, characterised by a focus on regulation, relation, repair, reasoning and teaching rather than punishment. It encourages practices that lead to the

cultivation of resilience, self-esteem, self-respect, confidence as well as humility, empathy and compassion for others.

Strategies and Techniques used to support this approach include:

- Explicit teaching about positive behaviour and the resultant gains, both for learning and for the development and maintenance of relationships, as well as effective and respectful conflict resolution.
- Teaching, demonstrating and reinforcing consistent practices throughout the school and routines within classrooms.
- Developing norms which are promoted and required constantly through the use of normative language, e.g. 'In this classroom/school we share resources / listen when someone else is talking / take turns / show respect when someone makes a mistake...'
- Developing routines for specific sequences of behaviour that pupils are required to perform every day without significant deviation, e.g. entry routines, class dismissal, corridor conduct, assembly conduct, transitions between activities, obtaining silence, etc. Investing time to establish routines pays off in the long term as it helps develop norms, avoids repeating instructions and removes uncertainty about what to do.
- Use of restorative conversations where possible e.g. for conflict resolution, following behaviour causing harm, reintroduction to class following any form of exclusion.
- Teaching (at the start of every year) and frequent referral to the four school rules. This includes providing examples of what behaviour will help pupils succeed, what behaviour will hinder or cause harm and the consequences of both and may include age appropriate examples.

Our Four School Rules

Rule	Examples of Behaviours that Help	Examples of Behaviours that Hinder or Harm
Respect each other	Kindness, friendship, taking turns, good manners, caring, sharing, loyalty.	Name calling, bullying, not sharing, stopping other children from learning or the teacher from teaching.
Respect our school	Looking after school property and resources, looking smart, keeping things tidy, representing the school well.	Not looking after school property or resources, not looking smart, being untidy and careless, not behaving well on trips.
Be safe	Having a healthy lifestyle for mental and physical wellbeing, including eating well, sleeping well, learning about and being safe on line, walking within school buildings, looking after one another, following adult instructions, keeping workstation organised.	Running in school buildings, throwing objects in class, not following adult instructions, class routines or school practices.
Learn well	Listening well, trying your best, persevering, taking risks, improving through effort, reflecting on learning, imagining success and the steps to attain it, learning from mistakes, learning from others, building confidence through success, developing resilience, taking responsibility, showing pride, celebrating success sensitively.	Not listening, refusal to put in effort, distracting yourself or others, not following instructions, classroom routines or school practices.

Application of consequences are the school's reply to the actions of the individual. Positive behaviour is encouraged through the use of a combination of intrinsic and extrinsic rewards. The consequences of

behaviour which results in harm or hinders learning focus on rather than punishment where the intention is to explore harm suffered, acknowledge it as an undesired experience, to make amends, through natural consequences, and ensure such harm is unlikely to happen again.

The following are examples of strategies and techniques to reward positive behaviour:

- Thanking pupils for good behaviour.
- Publicly or privately praising pupils for demonstrating exemplary behaviour which goes over and above expectations, e.g. a note home, head teacher recognition, student of the week certificates, positive recognition boards (for displaying positive learning behaviours, sharing something to be proud of or something interesting), in class acknowledgement.
- Awarding house points (sometimes called merit points/dojo/monster points) to children who show consistent or exemplary positive behaviour. Points are recorded and can be traded in for individual treats as well as going towards a house points total (announced every week in celebration assembly) to foster membership bonds, encourage team responsibility and working towards a common aim of being able to enjoy some extra free time together at the end of each short term.

Where behaviour that harms or hinders positive relationships is shown, the St Thomas More Consequences Chart (on the following page) outlines the steps that will be followed.

Exclusion will only be used for exceptionally serious situations, where behaviour has been extremely unsafe and/or disruptive. (Please refer to the school's Exclusion Policy.)

The Zones of Regulation should be used to explore the range of emotions a child is experiencing.

Positive Handling, Physical Restraint and Reasonable Force

Positive Handling

Refers to any physical intervention applied by a member of staff where it is necessary to make physical contact with a pupil in order to manage their conduct or ensure their own or others safety. Handling strategies may be restrictive or non-restrictive and include prompting, guiding, supporting, blocking, holding and, in the most extreme cases, restraining.

Restraint

Is the positive application of force in order to actively prevent a child from causing significant injury* to him/herself or others or seriously damaging property.

Restraint means to hold back physically or to bring a pupil under control. It is used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

It is the school's intention to never use physical restraint, however the right to use this in extreme circumstances is retained.

*Significant Injury would include: actual or grievous bodily harm, physical or sexual abuse, risking the lives of, or injury to, themselves or others by wilful or reckless behaviour, and self-poisoning.

What is reasonable force?

The term 'reasonable force' covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.

Force is usually used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

Reasonable in the circumstances' means using no more force than is needed. As mentioned above, schools may use force to control pupils and to restrain them.

Control means either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of a classroom.

There is no precise legal definition of 'reasonable force' so it is not possible to set out comprehensively when it is reasonable to use force, or the degree of force that may reasonably be used. It will always depend on all the circumstances of the case.

School staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the pupil. As such, use of force is always a last resort and should only be used in an emergency situation.

Who can use reasonable force?

All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the Head Teacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit.

When can reasonable force be used?

Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

In a school, force is used for two main purposes – to control pupils or to restrain them.

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances. The following list is not exhaustive but provides some examples of situations where reasonable force can and cannot be used.

Schools can use reasonable force to:

- remove disruptive children from the classroom where they have refused to follow an instruction to do so;
- prevent a pupil behaving in a way that disrupts a school event or a school trip or visit;
- prevent a pupil leaving the classroom where allowing the pupil to leave would risk their safety or lead to behaviour that disrupts the behaviour of others;
- prevent a pupil from attacking a member of staff or another pupil, or to stop a fight in the playground; and
- restrain a pupil at risk of harming themselves through physical outbursts.

Schools cannot:

- use force as a punishment – it is always unlawful to use force as a punishment;

The above guidance is provided in: Use of Reasonable Force in Schools, DfE (2013)

Incidents of physical intervention at St Thomas More Catholic Primary School must:

- Always be used as a last resort
- Be applied using the minimum amount of force and for the minimum amount of time possible
- Be used in a way that maintains the safety and dignity of all concerned
- Never be used as a form of punishment 18
- Be recorded immediately using CPOMS
- Must be reported immediately (CPOMS) and in person to the Head Teacher
- Reported to parents as best practice

Staff should acknowledge their legal duty to make reasonable adjustments for disabled children and children with special educational needs (SEND) when considering the use of reasonable force. Where possible, staff should only intervene using safe handling strategies advocated in approved training e.g. TeamTeach used at St Thomas More.

Risk Assessment

Risk assessments are required for pupils who exhibit extreme challenging behaviour. Responsible staff should think ahead to anticipate triggers and reactions. When considering a pupil's behaviour, staff will think about the following questions:

- Can we anticipate a Health and Safety risk related to this pupil's behaviour?
- Have we got all the information we need to conduct a risk assessment?
- Have we provided a written plan as a result?
- What further steps can we take to prevent dangerous behaviour from developing?

Positive Handling Plans (Appendix 1)

Risk management is regarded as an integral part of behaviour management planning. All pupils who have been identified as presenting a risk should have a Positive Handling Plan. The plan details any strategies which have been found to be effective for that individual, along with any particular responses which are not recommended. Any particular physical techniques which have been found to be effective should be named, along with any alerts to any which have proved to be ineffective or which caused problems in the past. Positive Handling Plans should be considered along with the child's EHCP/SEND need and any other planning document relevant to the pupil. They should take account of age, gender, level of physical, emotional and cognitive development, special needs and social context.

Post Incident Debrief

Following a serious incident, the school will offer support to all involved. This is an opportunity for learning and time needs to be given for following up incidents so that pupils have an opportunity to express their feelings, suggest alternative courses of action for the future, appreciate other peoples' perspective and repair relationships. It is difficult to devise a framework of support that meets the need of all staff. As individuals we all vary in how much support we need after an upsetting incident. Generally, a member of senior staff would expect to talk to staff and children involved (if appropriate) in any incidents involving violence. If members of staff need time to rest or compose themselves, then the Head Teacher or Assistant Head will make arrangements for the class group to be supported.

Recording

- All incidents of challenging behaviour should be recorded.
- All serious incidents or incidents involving positive handling will be recorded on the bound and numbered book and CPOMS.
Within these recording strategies, all details must be recorded and signed by witnesses within twenty-four hours. The Head Teacher must be informed.
Monitoring and Evaluation the Head Teacher will ensure that each incident is reviewed and instigate further action as required.

Parents

When there is a possibility of physical intervention with a child, parents will be invited to contribute to a risk assessment and Positive Handling plan. Written parental agreement will form part of this. Parents will be informed of the school's policies. Parents will be informed following serious incidents.

Complaints and Allegations

Any complaints will follow the school's complaints procedure.

St Thomas More - Consequences Chart

	Example Behaviour	Consequences	Useful Script (Paul Dix/RP prompt card)	Monitoring
REMINDER PHASE: Class teacher/TA responsible	• Interrupting/calling out • Running inside school buildings • Ignoring instructions • Disruptive noises • Swinging on chair • Bickering (she said.. he said...) • Not listening • Disruptive shouting/screaming • Boisterous play • Misusing equipment • Not lining up safely	• Nonverbal signals (e.g. eye contact, pointing) • Anonymous correction (e.g. 'I need 2 more sets of eyes on me') • Private individual correction (e.g. a quiet reminder of what to do and why) • Quick reminder tagged with name (e.g. 'Clare, I need to see that pencil moving' –looking sharp back row; thank you Clare, much better') • Move to a different learning area	Reminder • Remember our classroom rules. • At the moment I don't feel like you're learning very well	• Class teachers report any patterns to Inclusion manager/SLT/Pastoral Lead via CPOMS as "behaviour change" negative/positive.
Tier 1 PHASE: Class teacher / TAs / MDSAAs responsible	• Persistent REMINDER phase behaviour • Affecting others' learning • Offensive remark to others, including swearing • Refusal to do set task • Threatening • Rough play/play fighting, including arguments, causing harm • Deliberately ignoring a direct adult request to do something • Accidental physical contact causing hurt – pushing, tripping etc, and refusal to engage in repairing harm caused. • Entering a forbidden area	• Engage in a brief restorative conversation and agree a way to repair harm caused to all parties and move forward. • To carry out an agreed and suitable sanction/payback task decided during the restorative conversation. At this level this may be a simple but meaningful apology. • Persistent TIER 1 PHASE behaviour, move to TIER 2 PHASE	Caution • I have already reminded you about our classroom rules. • I'd like you to think very carefully about your next choice and make sure that it's a choice that helps you to learn well. • If you don't make a good choice, I will need you to take some reflection time which will need to happen after lesson time. Last Chance • I noticed that you're finding it difficult getting started with your work and staying focused without distracting others. • It was the rule about learning well that you broke. • I need you to make the choice where you get started with your work and stop distracting your friend. • Do you remember last week when you were doing X and you were learning really well? • That's who I need to see today. • Thank you for listening (give a little 'take up' time).	• Class teachers report any patterns to Inclusion manager / Pastoral Lead • Record patterns on CPOMS

Tier 2 PHASE: Middle Leader Intervention	• Persistent TIER 1 PHASE behaviour • Leaving class without permission • Disrespectful to another person, including swearing at them, • Harming someone • Stealing • Threatening violence • Throwing food • Unwanted physical contact • Damaging property	• Engage in a restorative conversation facilitated by a phase leader and agree a way to repair harm caused to all parties and move forward. At this level this should equate to 20-25 minutes and made specific to the nature of the harm so that it can be used as a learning opportunity. Persistent TIER 2 behaviour, move to TIER 3 PHASE <u>REFLECTION</u> • Pupils will receive a 'reflection notification' where they will be sent to a member of SLT at break time or lunch break to reflect on their behaviour and this is discussed with a senior member of the school team. • Only a teacher will issue a Reflection consequence. • During a Reflection a restorative conversation will normally be held. • Reflection will be recorded on CPOMS and on weekly TEAM meetings to allow monitoring. • Repeated incidents of Reflection will lead to Tier 2 or 3 intervention. •	<u>Reflection time</u> • You have continued to distract your friend and you haven't started your work so please can you move to X / move outside the classroom to have a think through what's happened and then when you've thought about the choices you've been making, I'll be ready to welcome you back. We will need to have a chat about this at break time/lunch time/after school. (Use Restorative enquiry card) <u>Restorative conversation</u> • What happened? • What were you thinking of at the time? • What have you thought about since? • Who has been affected by what you have done? In what way? • What do you think you need to do to make things right?	• MDSAs to inform class teacher if incidents arise at lunchtime. • Phone call / end of day conversation to inform parents from class teacher • Record incident and restorative conversation including actions on CPOMS as restorative practice. • Phone call/end of day conversation to inform parent from class teacher of both parties • SLT to supervise/facilitate restorative practice conversation. • MDSA to complete slip and give to teacher • Teacher informs parents and sends slip to the office to scan and upload to CPOMS
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Tier 3: SLT Intervention	• Persistent TIER 2 behaviour • Bullying • Fighting • Racism • Violence • Homophobia • Leaving school premises • Abuse • Throwing objects with intent to harm	• Restorative conversation with SLT member. • Play / lunchtime ban; either in school space with parent or at home • Internal seclusion – e.g. ban on representing school • Possible External Exclusion • Engage in a restorative conversation facilitated by SLT in an office and agree a way to repair harm caused to all parties and move forward. At this level this should equate to 2 hours and be made specific to the nature of the harm so that it can be used as a learning opportunity. • TAF (Team around the Family) meeting called where required. • Support from external agencies where required.		• Meeting / phone call with parents from SLT and possible TAF meeting. • Regular contact with parents • Incidents and meetings recorded on CPOMS as restorative practice Tier 3 conversation.
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Children with Special Education Needs and Disability or Other Additional Needs

Whilst the expectation is that all pupils follow our four basic rules, we recognise that there may be circumstances which necessitate some pupils requiring additional support with their behaviour. This may be due to a specific identified need or disability or unusually challenging events or circumstances. In these cases, the SENCO and Pastoral Assistant will work alongside the class teacher to differentiate the system to meet their needs.

Children experiencing difficulties with behaviour will be supported by all staff and some may be allocated a named learning mentor who will act as their emotionally available adult whilst at school. This will involve help and support for the child in coping with situations and providing them with strategies to help them manage their own behaviour. The child will be given time within the school day to learn these strategies. A programme of strategies will be developed between the SENCO, the child, the class teacher, the parent and the Pastoral Assistant where appropriate.

"Consistent in our principles, flexible in our practices."

Working In Partnership

To aid consistency, which has been shown to be an important feature of effective social, emotional and behavioural development in pupils, we believe in working in close partnership with parents / carers. We will therefore keep parents / carers informed of our values, aims and practices, e.g. through publication of policies, provision of workshops and information meetings, and their child's learning and behaviour, e.g. through a mix of formal and informal parents meetings, telephone calls, letters, showcase afternoons. Where necessary we will engage in or initiate partnerships with other agencies.

The Local Governing Committee of the School

is responsible for ensuring the impact of the policy. To facilitate this, they receive six reports on behaviour within the school throughout the year and review the policy annually.