

Cardinal Newman Catholic Primary School

Behaviour and Anti Bullying Policy



MISSION STATEMENT

To be a community of learners, believers and friends rooted in the values and teachings of the Gospel. We seek to enable every individual to develop his or her potential in the knowledge that they are uniquely created and loved by God.

Title:	Behaviour and Anti Bullying Policy
Policy Agreed:	March 2018
Policy Review:	March 2019

OBJECTIVES

The aim of this policy is to enable our school community to follow the teaching of Jesus Christ from the Gospel of St Matthew 7:12

"So always treat others as you would like them to treat you."

High standards of behaviour lie at the heart of our Catholic school family. We aim to promote an environment where everyone feels happy, safe and respected as an individual. Through this policy, we strive to apply a common approach to the maintenance of good behaviour which is understood and practised by the whole school.

KEY PRINCIPLES

Every child has a right to learn in a happy, safe and secure environment, so that they can grow in self-esteem and personal achievement

Our school community is a collaboration between families, carers, staff, governors and anyone involved in our school community.

The positive contribution of each individual is vital for the success of the school as a Catholic community

All members of the school community have the right to be trusted, treated fairly and respected as individuals

All members of our school community should practise forgiveness and reconciliation

All members of our school community are actively and regularly praised and rewarded for their individual efforts

THE RESPONSIBILITIES OF STAFF

To support the distinctive Catholic nature of the school

To teach the Catholic faith and be faithful to the teachings of the Church and the values of the Gospel by word and example (and especially with regard to forgiveness and reconciliation)

To respect colleagues and work together as a team for the benefit of the children in our care

To respect the children, listen to them and speak to them in an appropriate manner

To respect parents / carers and contact them with any concerns relating to their child's work, behaviour or wellbeing

In line with our safeguarding policies, to protect children from harm

To behave in a professional manner at all times, guided by the school's policies and procedures

THE RESPONSIBILITIES OF PARENTS / CARERS

To support the distinctive Catholic nature of the Cardinal Newman Catholic Primary School, which they have chosen for their children

To ensure that their child knows that school is a place for learning and that all children have the right to learn and play without interference from others.

To promote respect for all members of the school community by word and example

To support their child to understand that physical violence of any kind is never acceptable (including when someone else has hit / provoked them first)

To ensure that their child is fit for school: making sure their child has had enough food and sleep, is clean, properly equipped and well enough to be in school

To encourage forgiveness when other children make poor choices and to support reconciliation between the children and families

To ensure that any concerns about the school are shared privately with the headteacher and / or relevant member of staff in order to maintain children's confidence and positive attitude to school and learning. If the concern remains, the school's Complaints Policy outlines the formal process of complaint.

THE RESPONSIBILITIES OF PUPILS

To be polite, kind and considerate to everyone in our school community and never use rude or discriminatory language

To learn to listen politely to others

To work hard and do their best

To do nothing that prevents others from working and learning

To contribute to keeping the school clean and tidy, including taking care of school property.

To behave appropriately for the setting they are in (classroom, playground, assembly, church, trip)

To move sensibly around the school and never run inside

To take personal responsibility for their own actions and to say sorry for poor choices

To forgive others who seek their forgiveness

To understand that good behaviour is about making good choices, including focussing on their own learning if others are making inappropriate choices.

THE RESPONSIBILITIES OF GOVERNORS

To support the distinctive Catholic nature of the school

To promote respect for all members of the school community by word and example

To respect the professional judgements of the staff team in the day-to-day implementation of the policy

To regularly review the effectiveness of the behaviour and anti-bullying policy and ensure the general guidelines are adhered to

To follow up and investigate fully any complaints received about the day-to-day implementation of the policy

All visitors to the school are expected to show the same levels of consideration and respect while working in or with our school community.

LEGAL GUIDANCE

Governors also endorse and support the statutory obligations specified by the Department of Education in February 2014 "Behaviour and Discipline in Schools" which allows for the Headteacher to be supported should the following be required:

Screening and searching pupils

Power to use reasonable force and other physical contact

Power to discipline beyond the school gate

Power to confiscate pupils' property

Work with other agencies to assess the needs of pupils displaying continuous disruptive behaviour

The school follows the Surrey County Council guidance "Touch and the Use of Restrictive Physical Intervention When Working with Children and Young People" (January 2010) which confirms that members of staff have the power to use reasonable force to prevent pupils committing an offence or injuring themselves or others.

WHOLE SCHOOL EXPECTATIONS

Uniform and Equipment

- Smart well-fitting Cardinal Newman school uniform should be worn at all times, except with specific permission of the Headteacher e.g. injuries, mufti days, some trips or sporting events
- Hairstyles should be moderate and not extreme. Long hair should be tied back for safety reasons. Hair accessories should be simple and smart, matching school colours (red, white and navy)
- Shoes should be smart and practical for school wear (no heels, no open-toed sandals). Trainers are for use in PE lessons and clubs only.
- As a rule, jewellery should not be worn. Simple ear studs (one in each ear) or simple watches are an exception to this rule, but remain the responsibility of the owner.
- Temporary tattoos and nail varnish should be removed before coming to school
- Toys, games and sweets may not be brought into school without special permission
- Mobile phones should be left at home if possible. With permission from the class teacher, children who travel to or from school on their own may bring their phone to school, but this must be handed to the office before the school day begins and collected at home time. Failure to do this will result in the phone being kept in the office until a parent is able to collect the phone.

Classroom

- Class teachers develop children's understanding of "the responsibilities of pupils" with their class every year and these rules are displayed in the classroom and referred to regularly.
- Expectations of classroom behaviour are based on our mission statement and guided by the principles of enabling each individual to develop to their full potential in the knowledge that they are unique and loved by God
- Circle time and SEAL resources support children's understanding of good behaviour choices and of the impact of poor choices
- All class teachers have been trained to use the "123 Magic" behaviour programme with children requiring a more structured system of behaviour management

Playground

- Help everyone to enjoy playtimes safely.
- Any form of bullying is not acceptable and should be reported to an adult immediately.
- Keep to the designated areas and play safe and acceptable games.
- Check the rotas for playground equipment, football, adventure playground and prayer garden use. These can only be used when it is your turn.
- If playtimes are difficult for you, you could choose to take part in a lunchtime club, such as Computing, Chess or Chatty Club. Academic Mentors support in KS1 with reading or playtimes and Buddy Systems also operate in KS1, where Y2 pupils help others.
- Lunchtime supervisors help to resolve arguments on the playground. Any incident requiring further action will be dealt with according to the school behaviour procedures. (Appendix 1)

Whizz Kids Wraparound Care

Whizz Kids is sited on our school premises and acts as an extension of the school day. As such, pupils are expected to adhere the usual behaviour expectations set out in this policy.

If the child does not respond to behaviour management strategies from a member of Whizz-Kids staff and if their behaviour choices do not improve, the child is referred to the Headteacher or member of SLT. Children who consistently refuse to comply with these behaviour expectations may be asked not to come to Whizz Kids.

Off-site behaviour

When children are learning off-site, acting as ambassadors for our school or enjoying after-school clubs, the behaviour expectations are exactly the same as set out in this policy. Poor behaviour choices will not be tolerated and persistent poor choices could result in a child's participation in an activity being terminated.

E-Safety (in conjunction with E-Safety policy - Appendix)

E-safety is taken very seriously at Cardinal Newman Catholic Primary School and we are aware of the challenges of an ever-changing picture of global technology.

- Staff, parents and children sign an "Acceptable Use " document at the start of the academic year to support appropriate choices around online behaviour
- E-Safety and cyberbullying are discussed proactively as part of the Computing and PSHCE curriculum and parents are invited to attend E-Safety workshops annually on a range of topics
- Any concerns around the inappropriate use of technology by children, parents or staff should be reported to the Safeguarding team immediately

Anti-bullying (in conjunction with Anti-Bullying policy – Appendix 2)

• All bullying behaviour is unacceptable in our school. Any incident of bullying should be reported to someone with authority, in the knowledge that it will be dealt with promptly and confidentially.

CELEBRATION OF ACHIEVEMENTS

Cardinal Newman Catholic Primary School promotes a positive behaviour management system, recognising the importance of praise, reward and encouragement to support good behaviour choices. Some of the ways we support positive behaviour choices are:

- Class teachers congratulate and praise children publicly and privately (e.g. happy face on the board) Stickers / stampers may be awarded for good work, behaviour or acts of kindness
- HT and DHT award stickers for outstanding work or behaviour
- All staff award house points which are collected weekly and the winning house receives a trophy at whole school assembly
- Classes collect marbles when the whole class works hard or impresses the teacher. When a class collects 50 marbles, they choose a "marble treat"
- Weekly "Celebration" assemblies where children are nominated for special achievement certificates presented by the HT / DHT and published in our school newsletter
- Achievements outside of school are celebrated on our "Whole School Achievements" board to develop selfesteem and to promote further aspiration

INAPPROPRIATE BEHAVIOUR CHOICES – SANCTIONS AND CONSEQUENCES

At Cardinal Newman, we strive to support all children, whatever their needs, to make positive behaviour choices and to be enabled to do so through a range of strategies designed to encourage, support and foster the right choices. Above all, we seek to teach children the importance of behaving safely, respectfully and considerately at all times, in line with our school rules.

However, we recognise that poor behaviour choices will sometimes be made and that all children have the right to be treated fairly, equally and transparently when the need arises. To that end, the school behaviour procedure (Appendix 1) sets out how inappropriate behaviour is dealt with and when concerns should be escalated to the next level.

In all instances the teacher involved (or Class Teacher, if support staff involved) will decide where the incident fits on the behaviour scale. Professional judgement should be used and much is dependent on the age and stage of development of the child. Separate strategies may be in place for children who have an EHCP and this will be detailed in the child's notes and shared with all staff. Behaviour expectations are the same for all children, although some children, especially those with SEND, may have considerable staff support to help them achieve these expectations.

EXCLUSIONS

Exclusions will only be considered when all other avenues have been explored and can only be initiated with the authority of the Headteacher. In most cases, exclusion will only be considered after a range of strategies have been tried to improve inappropriate behaviour. If a child's behaviour is of constant concern, exclusion can be considered as a last resort. A serious offence could by itself justify a pupil's exclusion e.g.

- violence towards an adult or child
- racist abuse
- sustained bullying
- frequent high-level disruption to lessons
- frequent high levels of non-compliance

There are two types of exclusion, fixed-term or permanent. If the Headteacher is considering exclusion, the most recent Exclusion Guidance will be followed:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/641418/20170831_Exclusion_Stat_ guidance_Web_version.pdf

In all instances of exclusion, the Chair of Governors will be informed.

Appendix 1 - School Behaviour Procedures				
How serious?	Example of type of	Possible sanctions /	Involvement of others	
Who deals with?	behaviour	strategies		
1 (MINOR)	Talking at wrong time	Minimal sanction	Not recorded.	
Member of Staff	Distracting and / or being	Eye contact / frown	Verbal / non-verbal reminder of	
involved	distracted	Reminder	expected behaviour.	
	Time wasting	Proximity	Repetition of the same behaviour	
	Calling out	Change of seating	(e.g. 3 times in a morning) would	
	Bad manners		lead to CT sanction	
	Getting out of seat at wrong	"Catch them being good"		
	time	and reward		
	Pushing in line	Remind of behaviour		
	Silly noises	expectation. Explain why.		
		Link behaviour to class		
		rules agreement		
		Name on board		
		Time out during playtime		
		may be needed		
2	Persistent repetition of	Verbal reprimand by	Seek advice from Head of Key	
Class teacher	stage 1 behaviour and no	teacher	Stage re further strategies	
	improvement	Withdrawal of privileges eg	CT call / meet parents informally	
	Not doing as asked straight	playtime, reward Separation from class	to explain concern and share strategies being used	
	away Leaving class without	group	Prejudice monitoring	
	permission	CT speak to parents	report(Appendix 5) filled out by CT	
	Racist or other	Write a letter of apology	and returned to DHT	
	discrimination WITHOUT	Miss break time / lunch		
	understanding	time		
	Lack of respect for property	Complete unfinished work		
	Lack of respect for adults	at playtime / home		
	(answering back, rolling			
	eyes etc)			
	Lying to teacher			
3	Repetition of stage 2	KS Lead and CT meet	CT and Head of Key Stage meet	
Class teacher and	behaviour	parents to discuss concerns	with parents to inform of	
Head of Key Stage	Constant low level	Letter of apology written at	behaviour and increasing	
(or AHT if CT also	disruption which disturbs	home	concerns.	
Head of Key	other children's learning	Letter home to parents	Agree a behaviour plan and set up	
Stage)	Persistent name calling /	Extra work e.g. writing out	targets to improve the behaviour.	
	teasing	tables / spellings etc	Review regularly with child and	
	Consistently not conforming	Loss of privileges	parents.	
	to school rules	School based community	CT record behaviours on	
	Swearing / discriminatory	service e.g. wiping tables in	behaviour log on the school server	
	language	lunch hall, litter picking etc	(Appendix 3)	
	Verbal aggression Stealing			
	Deliberate spitting			

Appendix 1 - School Behaviour Procedures

4	Pullving	CT and AUT most serents	Constions and strataging at stars 2
4 Class Teacher and	Bullying Putting other children at	CT and AHT meet parents to discuss concerns	Sanctions and strategies at stage 3 exhausted.
Assistant	risk through physical	Withdrawal of privileges	AHT and CT meet with parents.
Headteacher	aggression	Letter of apology	Consider involvement of Surrey
(Deputy	Biting or kicking to the point	School based community	Behaviour Support or other
Headteacher if CT	where marks are left	service	professionals
is also AHT)	Refusing to do what a	Internal exclusion from	Agree a behaviour plan and set up
	teacher has told them;	other children	targets to improve the behaviour.
	ignoring or refusing to	DHT is informed and meets	Review regularly with child and
	follow school rules	with child to express	parents.
	Graffiti / wilful damage of	concern and hope for	CT record behaviours on
	property	better behaviour	behaviour log / anti-bullying log
	11)		(Appendix 4) on the school server
5	Racist or discriminatory	HT informed and involved	Stage 4 strategies exhausted.
Assistant	behaviour or language used	as appropriate	5 5
Headteacher and	WITH understanding	Child should clean / mend	Either: Formal meeting to confirm
Deputy	_	graffiti where possible	that the child may be excluded if
Headteacher (with	Fighting where a child has	Letter home conveying	serious behaviour is repeated
CT if appropriate)	been separated from	incident and seriousness of	OR
	another child	it – copy for child's school	Straight to Fixed Term Exclusion
		record	
	Hitting another child	Child write a full account of	Consider setting up Pastoral
	violently or deliberately	incident and apology at	Support Plan with involvement
		home – with parental	from outside professionals
	Biting or kicking to the point	support	
	where blood is drawn	Educate the child about	DHT records behaviours on server
	Verbal threats against staff;	school expectations and	and undertakes paperwork in line
	swearing or use of very rude	the change needed	with Surrey procedures
	or aggressive language	Behaviour contract drawn	
	directed at staff member	up and signed by parents	
	Danger of violence	and child	
	More serious vandalism	Withdrawal of privileges	
		Internal exclusion Lunchtime exclusion	
		Fixed term exclusion	
6 (MAJOR)	Severe assault on anyone	Formal meeting with	DHT and HT meet parents and the
Deputy	Significant danger or	parents	child is excluded (either fixed term
Headteacher and	violence towards others	Fixed term or permanent	or permanently)
Headteacher	Theft	exclusion	
	Throwing furniture		HT records on server and
	Repeated incidences of		undertakes paperwork in line with
	bullying		Surrey procedures.
	Racial or sexual harassment		
	Very serious challenge to		
	authority e.g. towards DHT		
	/ нт		
	Refusal to co-operate with		
	the school's behaviour		
	policy		
	Disruptive behaviour in		
	class – all other strategies		
	and interventions have		
	been exhausted		
	Possession of illegal		
	material (e.g.drugs, knife)		

Appendix 2 - Anti-bullying Policy Definition of Bullying

Cardinal Newman defines bullying as:

'Someone who deliberately and often tries to hurt another person, either by saying unkind words, hurting them physically or indirectly harming another person.'

How does bullying differ from teasing/falling out between friends or other types of aggressive behaviour?

- It is persistent
- There is a deliberate intention to hurt or humiliate
- There is a power imbalance that makes it hard for the victim to defend themselves

What does this look like?

Bullying can include:

- name calling
- taunting
- mocking
- making offensive comments
- putting undue pressure on another to do something against their will
- physical assault
- taking or damaging belongings
- cyber bullying inappropriate text messaging and e-mailing; sending/ posting offensive or degrading images by phone or via the internet
- producing offensive graffiti
- spreading hurtful and untruthful rumours
- excluding people from groups

We recognise that there are different types of bullying. These can include:

- Relational (social bullying) involves hurting someone's reputation or relationships.
- Cyber the use of the Internet and related technologies to hurt other people
- SEND bullying about a person's special education needs or disability
- Sexist, transgender, homophobic bullying about a person's sex or sexual preference
- Racist bullying someone about their skin colour, culture or ethnic origin

Procedure

The effectiveness of this policy relies upon all incidents of bullying being reported when they happen.

What should children do if being bullied?

- Tell a friend, adult at school or someone at home.
- Put a note in the class 'Worry Box' with your name on it you don't have to name the bully but you need to let someone know you are being bullied.

What should adults do if being bullied?

• Tell a colleague or senior member of staff or the Chair of Governors.

What should parents do if they think their child is bullying or being bullied?

- Discuss their concerns with the class teacher.
- Concerns may be referred by the class teacher or parent to the Headteacher or a member of Senior Leadership Team. If the problem continues the matter can be referred to the Chair of Governors in writing.
- Endorse and support the policy against bullying, by acting responsibly and calmly.
- Not automatically dismissing the suggestion that their own child could be involved but work positively with the school to change behaviour.
- In the case of cyber-bullying, help your child to save evidence, i.e. print copies of emails and do not delete messages from mobile phones.

What should parents NOT do?

- Parents must not confront any child or parent.
- Parents must not encourage their child to respond to the situation in an inappropriate manner, resulting in a breach of school rules.

Policy into Practice

Children's behaviour at playtimes is monitored by the staff on duty, who record details of significant incidents on a behaviour log (Appendix 3) if appropriate. Teaching staff are made aware of any incidents that take place during playtimes which involve a child or children in their class. The Headteacher regularly reviews these logs. Where bullying involving a child is suspected or has been reported, immediate action is taken.

Staff will ensure that they:

- Listen to the person's concerns.
- Offer support.
- Act on the information given. With younger children a 'No Blame Approach' may be considered appropriate.
- Make it clear to the victim that the school can and will support him/her.
- Make it clear to the child/children using bullying behaviour that this behaviour is unacceptable and that it must stop immediately.
- Actively encourage improved behaviour from the bully.
- Inform parents of all concerned.
- Talk to the persons concerned to see if the reconciliation, involving a genuine apology is possible at this stage. If not, sanctions will be taken. These may include a fixed term exclusion from school.
- Reassure the victim that it is not his/her fault, explaining that;
 - He/she was right to tell.
 - If the person or people who were using the bullying behaviour get into trouble, it is his/her own fault because we are accountable for our own actions.
- He/she will be supported and their well-being will be monitored by the class teacher.

In addition, staff will:

- Actively promote the Behaviour Policy within the school community.
- Identify and use opportunities in the classroom to develop the children's understanding of what 'bullying' is and raise their awareness of the difference between bullying and one-off disagreements.
- Use Circle Time to promote an understanding and recognition of bullying, develop skills for resolving arguments and promote expectations of high standards of behaviour.
- Lead assemblies to help children to understand the importance of respect for all.
- Use the curriculum to teach aspects of bullying, particularly in SEAL and e-safety lessons.

Pupils will be encouraged to:

- Behave towards one another in accordance with our school Mission Statement.
- Be open and respectful in their dealings with one another.
- Report bullying incidents to staff.
- Take responsibility for their individual actions.

Where bullying involving adults on school premises is alleged, the appropriate complaints procedure will be followed.

This policy was formulated in consultation with the whole school community with input from members of staff, parents and pupils and sits in line with our Behaviour and Anti-bullying Policy.

Reviewed: March 2018

Next Review: March 2019

Appendix 3 - A B C Behaviour Log



Name of child: Class: d.o.b.

Date	Antecedent (what was child doing before incident)	Behaviour (what did the child do)	Consequence (what did adult do)	Logged by

Appendix 4 - Anti-Bullying Log 2017-18



Please log all ALLEGATIONS of bullying and actions taken to prevent / address the behaviour

Date	Children Involved (Victim and Perpetrator)	Behaviour alleged / witnessed	Action Taken by School	Logged by

Appendix 5 – Surrey "Prejudice Related Incidents Form"

(All Surrey schools are required to record incidents if they arise and report annually to Surrey)

Details of those involved:	Perpetrator(s)	Victim(s)
Name(s):		
Status (Pupil , Teaching Staff, Other School Staff, Parent/Guardian, Other Adult, Other Child)		
Gender		
Ethnicity (use Surrey ethnic categories only)		
First Language		
SEND (Yes / No)		
Pupil Premium (Yes / No)		
Year Group		
Repeat offence/victim? (Yes / No)		

Equality category involved:

Date of incident

Race	Gender	SEN and Disability
Religion or Belief	Sexual orientation	Other (please specify below)
Other		

Additional prejudice-related factor(s) involved in the incident (if applicable):

Race	Gender	SEN and Disability
Religion or Belief	□ Sexual orientation	Other (please specify below)
Other		

Type of incident (tick one only, ie the category which most closely describes the incident):

Verbal abuse (eg name-calling, ridicule, comments, jokes)	Verbal threats	Damage to personal property
Non-verbal abuse (eg gesture, mimicry, using pictures or objects)	 Physical intimidation or threats (eg expressed by gesture or physical proximity) 	□ Theft or extortion
Cyber bullying (eg texting, email, Facebook)	Physical abuse (eg hitting, pushing, unwanted touching)	Discriminatory/offensive graffiti
□ Avoidance or refusal to interact	 Intimidation or threat with weapon 	 Possession or display of discriminatory/offensive materials (eg racist insignia or publications)
Collusion with behaviour of others	Physical assault with weapon	Other discriminatory behaviour
Incitement (eg encouraging others to participate)		

Description of the incident:

When and where did the incident happen?			
Travelling to school	Between lessons	On school premises after school	
On school premises before start of school	During breaktime	Travelling from school	
 During lessons (in classroom) 	During lunchtime	Away from school / During leisure time	
 During lessons (in unauthorised location) 	Specify location:		
Severity of incident			
No offence was intended	 Hurt or distress caused, and pupil(s) responsible had previously been warned that their behaviour was unacceptable 		
 Hurt or distress caused, but offending behaviour unlikely to be repeated 	 Substantial hurt or distress caused, and/or behaviour was based on substantial hostility and prejudice, and/or may be repeated 		
Summarise what happened and who was invo	lved including witnesses, pa	articipants and bystanders:	
Other relevant information (eg relationship between victim and perpetrator, risk of repetition, changes made, other agencies involved, SEN, attendance issues, possible trigger factors such as media news items)			

Action taken (tick all that apply):

Victim-related	Perpetrator-related	School-related
Parent/guardian informed	Parent/guardian informed	□ Class/peer group workshop
Comfort and reassurance	□ Apology to the victim(s)	Assembly item
Buddying, peer support	□ Advice/pastoral support	Letter to parents/guardians
Counselling	□ Restorative Justice	Policy review
 Restorative Justice 	Referral to senior teacher	□ Review of curriculum
	Disciplinary action (eg detention)	□ School campaign (eg posters)
Education on e-safety	□ Referral to specialist help/agency	□ Staff training
Referral to specialist help/agency	□ Fixed-term exclusion	Initiative with learning
Medical treatment	Permanent exclusion	community
□ Review dates set	Police informed	Initiative with Local Authority
Other (please describe):	Other (please describe):	Other (please describe):

Form completed by:

Print name	Position	Signature	Date

For advice and guidance on reporting and responding to incidents please refer to the prejudice-related incidents guidance notes at <u>http://www.surreycc.gov.uk/learning/teachers-and-education-staff/education-information-for-headteachers/</u>