



## **Behaviour and Positive Handling Policy**

**Responsible for policy:**

**Date of policy:**

**Date approved by CC3:**

**Date of review:**

**Policy Status:**

**Chair of Directors**

**CC3 Quality, Provision, Performance and Standards**

**June 2020**

**June 2020**

**September 2021**

**Statutory**

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## Definitions

In this “**Behaviour and Positive Handling Policy**”, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **‘The Romero Catholic Academy’** means the Company named at the beginning of this **Behaviour and Positive Handling Policy** and Procedure and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **‘Romero Catholic Academy’** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **‘Board’** means the board of Directors of the Romero Catholic Academy.
- iv **‘Clerk’** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **‘Chair’** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.
- vi **‘Catholic Senior Executive Leader’** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **‘Diocesan Schools Commission’** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **‘Local Academy Committee’** means the governing body of the School.
- ix **‘Academy Committee Representatives’** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **‘Principal’** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **‘School’** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **‘Shared Services Team’** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **‘Vice-Chair’** means the Vice-Chair of the Governing Body elected from time to time.
- xiv **‘SEN Pupil’** means a pupil who may have a learning difficulty or disability which calls for special education provision to be made for them
- xv **‘Catholic Schools Pupil Profile’** refers to the eight pairs of statements drawn from the Jesuit Pupil Profile devised by the Jesuit community Fr. Adrian and the Jesuit Institute
- xvi **‘Youcat’** means the Catechism of the Catholic Church for adolescents and young people. The most important elements of the faith are summarized briefly and comprehensibly in a question-and-answer format. The YOUCAT was approved by the Congregation for the Doctrine of the Faith in Rome and officially published by the Austrian Bishops’ Conference. With more than 5 million copies sold, it is one of the best-selling Catholic books in the world. <https://www.youcat.org/>

## 1. Aims

The Romero Catholic Academy recognises that the common good requires that social conditions allow all people to reach their full human potential and realise their human dignity. At the heart of this, is the need for strong relationships. Concretely, this will mean that Catholic schools should:

- Provide a broad and balanced education which will help children and young people grow to their full human potential, and pay regard to the formation of the whole person, so that:

*“...all may attain their eternal destiny and at the same time promote the common good of society. Children and young persons are therefore to be cared for in such a way that their physical, moral and intellectual talents may develop in a harmonious manner, so that they may attain a greater sense of responsibility and a right use of freedom, and be formed to take an active part in social life”.*

### Code of Canon Law

Members of the Local Academy Committee and staff aim to create a positive learning environment in the school by:

- Following a whole school approach to good behaviour and discipline with clear guidelines on the use of rewards and sanctions, and reasons for sanctions being used, underpinned by the
- Building self-esteem, self-discipline and positive relationships based on mutual respect.
- Ensuring fairness of treatment for all by promoting the Equal Opportunities Policy regarding the protected characteristics.
- Supporting staff in their classroom management by ensuring a consistent approach to positive and negative behaviour.
- Using behaviour tracking systems to identify concerns to enable early intervention.
- Using a variety of intervention strategies to overcome barriers to learning.
- Providing a safe environment free from disruption, violence, bullying and any form of harassment.
- Encouraging a positive relationship with parents and carers to develop a shared approach to involve them in the implementation of all aspects of the school’s policy.

## 2. Values

*“Because all people are equal in God’s sight, every person possesses the same dignity and has a claim to the same human rights. Hence every kind of social, racist, sexist, cultural or religious discrimination against a person is an unacceptable injustice.”*

### YOUCAT 330 (see definitions)

We believe that across the Romero Catholic Academy, we should create a safe and stimulating environment where everyone knows that they are valued as God’s children. Every person has the right to be treated with respect and each person has the responsibility to treat others in the same way. We believe that all pupils and students, regardless of their starting points, can achieve if they are taught well and are supported effectively. Our belief is underpinned by clear values that drive our moral compass across schools and this permeates our collective pursuit of excellence:

- **Respect** We respect and value those we work with and the contribution that they make.
- **Integrity** We act fairly, ethically and openly in all we do.
- **Service** We put our children at the centre of all that we do
- **Excellence** We use our energy, skills and resources to deliver the best, sustainable results.

The Romero Catholic Academy recognises the need to promote positive behaviour at all times. By being proactive, effectively promoting a choice that makes the right moral decision, our schools can help to create a safe and disciplined environment, where pupils are able to learn, flourish and fulfil their God-given potential.

## Values at School and MAC level

Romero	Corpus Christi	Good Shepherd	Sacred Heart	SS Peter and Paul	Saint Gregory	Saint John Fisher	Saint Patrick	Cardinal Wiseman
Respect Integrity Service Excellence	In process	Ambition Encouragement Community Wellbeing Resilience Faith	Inspiration Service Partnership Excellence	Diocesan Catholic Schools Pupil Profile	Kindness Teamwork Self belief Perseverance Forgiveness	Respect Aspirational Faithful Service	Inspiration Service Partnership Excellence	Knowledge Ambition Resilience Respect

## Values at Diocesan Level

In addition, the schools at Primary level follow the BDES Pupil Profile, which is rooted in Ignatian theology and spirituality, they have created a series of statements based on the Virtues through which they have made explicit their purpose and intention as educators: they have described what a child in their care is growing to be and how the school is consciously and deliberately nurturing this.

In the profile are eight sets of words which have been paired together because of their complementary and harmonising relationship to one another: from the development of one virtue springs another. This underpins our behaviour culture in school

Whilst this Jesuit Pupil Profile has been devised by the Jesuit community Fr. Adrian and the Jesuit Institute are very kindly allowing the Archdiocese of Birmingham to use and develop their materials. For our purposes it has been renamed the **Catholic Schools Pupil Profile**.

- **Grateful** for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others.
- **Attentive** to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices.
- **Compassionate** towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words.
- **Faith-filled** in their beliefs and **hopeful** for the future.
- **Eloquent** and **truthful** in what they say of themselves, the relations between people, and the world.
- **Learned**, finding God in all things; and **wise** in the ways they use their learning for the common good.
- **Curious** about everything; and **active** in their engagement with the world, changing what they can for the better.
- **Intentional** in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.



### 3. Definitions specifically around behaviour

**Positive Behaviour is defined as:**

- Consistent good manners
- Willingness to help each other learn
- Consideration for adults and children
- Consistent effort into work
- Good self-management in school
- Recognition and respect for authority
- Honesty
- Sharing and caring
- Unselfish play
- Responsible and reliable behaviour
- Ability to forgive and become reconciled after any quarrels or upsets
- Displaying positive learning behaviours

**Misbehaviour is defined as:**

- Disruption in lessons, in corridors between lessons, and at break and lunchtimes
- Non-completion of classwork or homework
- Poor attitude
- Incorrect uniform

**Serious misbehaviour is defined as:**

- Repeated breaches of the school rules
- Refusal to work
- Physical assault of any kind towards another pupil, staff or visitors
- Endangering the safety of themselves, other children and staff – carelessly or with intent
- Speaking disrespectfully or holding disrespectful attitudes towards others
- Throwing objects
- Any form of bullying
- Sexual assault, which is any unwanted sexual behaviour that causes humiliation, pain, fear or intimidation
- Vandalism
- Theft
- Fighting
- Smoking
- Swearing
- Racist, sexist, homophobic or discriminatory behaviour
- Possession of any prohibited items. These include:
  - Knives or weapons
  - Alcohol
  - Illegal drugs
  - Stolen items
  - Tobacco and cigarette papers
  - Fireworks
  - Pornographic images
  - Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil)

#### 4. Legislation

In formulating this policy, The Romero Academy has considered guidance issued by the DfE as follows:

- Behaviour & Discipline in Schools (DfE) – January 2016  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/488034/Behaviour and Discipline in Schools - A guide for headteachers and School Staff.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf)
- Searching, screening & confiscation (DfE) – January 2018  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching screening and confiscation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)
- Use of Reasonable Force (DfE) – July 2015  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use of reasonable force advice Reviewed July 2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

#### 5. Bullying

**Bullying** is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Full details are available in our Anti-Bullying Policy.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can happen to anyone. This policy covers all types and forms of bullying including:

- Bullying related to race, religion, faith and belief and for those without faith
- Bullying related to ethnicity, nationality or culture
- Bullying related to Special Educational Needs or Disability (SEND)
- Bullying related to sexual orientation (homophobic/biphobic bullying)
- Gender based bullying, including transphobic bullying
- Bullying against teenage parents (pregnancy and maternity is a protected characteristic under the Equality Act)

Bullying can include:

Type of bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching, up-skirting
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

## 6. Roles and Responsibilities

### The Romero Catholic Academy

The Romero Catholic Academy have a responsibility to publish a school Behaviour & Discipline Policy which outlines expectations of behaviour, the use of sanctions and rewards within our Schools.

The Romero Catholic Academy has taken account of the DfE advice contained in Circular 10/99 and in 'Improving Behaviour and Attendance - guidance on exclusion from schools and pupil referral units'. The Romero Catholic Academy have determined that pupil exclusion in appropriate circumstances is a sanction that can be used in our schools.

### The Local Academy Committee

Members of each school's Local Academy Committee will fulfil their legal obligation to monitor use of exclusions as a sanction within the school. This will be through the Behaviour report which details FTE for each half term.

### The Principal (or Executive Principal and Head of School)

The Principal's role is to agree the detail of the standard of behaviour acceptable to the school. The Principal will, with the support of the Senior Leadership Team, lead the development of a system of rewards and sanctions in order to maintain discipline in the school and to promote successful learning.

### Staff

Staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular pupils, especially those children with SEN.
- Recording behaviour incidents (see **Appendix 2** for a behaviour log)
- The senior leadership team will support staff in responding to behaviour incidents.

### Parents and Carers

Parents and carers will:

- Take responsibility for the behaviour of their child both inside and outside the school.
- Be encouraged to work in partnership with the school to assist the school in maintaining high standards of behaviour and support the school by ensuring their child attends school in their full school uniform. (See Uniform Guidance on our website).
- Take the opportunity of raising with the school any issues at home which may affect their child's behaviour.
- Take every step to ensure that their child uses the internet and social media safely and correctly.
- Parents should discuss items in **Appendix 1** of this document with their child.

### Pupils

Pupils will be expected to:

- Take responsibility for their own behaviour both in and out of school. They will be made fully aware of the school policy, procedures and expectations. In primary schools, children should keep the rules agreed by all.
- Ensure that incidents of violence, vandalism, bullying and any form of harassment are reported.
- Knowing the golden rules, understanding that they are underpinned by the values that Jesus taught us, and learning to live them out on a daily basis.
- Accepting responsibility for their own actions, particularly when inappropriate choices are made.
- Learning how to accept failure/disappointment with humility, and success/praise with grace.
- To treat staff and other pupils with respect and kindness.
  - By listening to each other.



- By speaking in nice/respectful voices to each other.
- By treating others how we want to be treated.
- By behaving how Jesus teaches us to.
- To respect the school buildings, grounds and transport alongside other people's property and belongings.
- To walk in an orderly fashion around the school buildings.
  - **Secondary** to follow the left side of the central line in main buildings to aid the flow around the site.
- To wear the correct school uniform and only bring in appropriate equipment to school.
- To behave responsibly when wearing the school's uniform in the local community.

### **Children with Special Needs**

Please note that some children fall outside this Positive Behaviour Policy. Such children may be given a Strategy Plan for behaviour and support which may be obtained from SEMHL (Social, Emotional, Mental Health and Learning). A specific plan may be drawn up with individualised rewards and sanctions in conjunction with child, parent, school and support service if appropriate.

### **Playground Behaviour (Primary schools)**

- Pupils are to maintain high standards of behaviour.
- Both staff and pupils are responsible for looking after equipment and putting it away ready for the next break time.
- Pupils should respond immediately to signals given e.g. to stop playing and line up according the expectations of the school.
- Pupils should be outside at playtime and lunchtime unless given permission to stay inside and attend school organised activities.

### **Instructions for using the toilets**

- Staff and pupils will respect the privacy of other pupils.
- Pupils will respect the equipment/walls of the toilet (including no graffiti)
- Pupils will ensure the toilets are flushed after use and only toilet paper is put into them.
- After washing hands pupils will be encouraged to turn the taps off to save energy and water.

## **7. Positive Handling**

At The Romero Catholic Academy, we recognise that there are times when some pupils do not manage their behaviour and in so doing, breach one or more of the school's rules in a serious way.

The term 'reasonable force' covers the broad range of actions used by staff that involves a degree of physical contact with pupils. 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 pupil needs to be restrained, to prevent violence or injury.

When seriously challenging behaviours present themselves, then teaching staff can use Team Teach Techniques to positively handle pupils. The Sanction Steps below, indicate how an incident may be dealt with.

Such incidents are investigated thoroughly by the Class teacher, Senior Lunchtime Supervisor, Learning Mentor, a member of the Senior Leadership Team or the Principal as appropriate. Notes will be made and recorded on our online system (CPOMS). Eyewitnesses are encouraged to record what they have seen so that a balanced view can be obtained.

### **Malicious Allegations:**

Where a pupil makes an accusation against a member of staff and that accusation is shown to have been malicious, the Principal will discipline the pupil in accordance with this policy.

Please refer to our Child Protection & Safeguarding Policy for dealing with allegations of abuse against staff or for more information on responding to allegations of abuse.

The Principal will also consider the pastoral needs of staff accused of misconduct.

## 8. Rewards and Sanctions

**Rewards – Appendix 3 will be furnished with Rewards during the Autumn 2020.**

### Primary Schools

Children are given private and public recognition when they display positive attitudes concerning work, achievement and behaviour. This can vary from school to school, but example rewards include:

- Verbal praise
- Stickers and stamp cards
- Well Done Certificates
- Class Dojo awards (Online points award system)
- Assembly Award Certificates
- Lunchtime awards
- Sports awards
- 100% Attendance Certificates
- Prizes from the rewards box
- Virtues Certificate
- Raffle tickets

### Celebrating Attendance

Good attendance is an expectation at School, but it does recognise that at times pupils fall ill. So, in order to support and promote good attendance at school, each term, those pupils who have achieved 100% attendance will be recognised. Please see the Attendance Policy.

### Secondary Schools

Positive behaviour is recorded on the SIMS behaviour log (Arbor from January 2021). Rewards include:

- Positive points awarded.
- Rewards.
- Parental contact (letters, postcards, emails, phone calls).
- Assemblies (certificates, vouchers in £5 denominations).
- Reward trips.
- Awards Evening.
- Celebration Evening.
- Hall of Fame.

### Sanctions (Primary)

Please see the **Appendix 4** for Sanctions for each school

## 9. Sanctions (Secondary)

### Consequences

- Poor behaviour is recorded on the SIMS behaviour log (Arbor from January 2021).
- Parents and carers can have access to this log. The number of points is monitored on a half termly basis and strategies will be put in place to support a student to learn effectively and to show respect for others.

### 100% Compliance

- 100% compliance has been adopted to support the behaviour of our pupils. If a member of staff feels that a pupil has not met our behaviour standards or has breached uniform guidance, they will call for a Hot Spotter and the pupil will be placed in Internal Inclusion.
- This could be up to 4pm on that day. Parents will be notified by text. If a pupil chooses to walk out at 3.20pm, they will be required to complete a further sanction the following day. A refusal to follow staff instructions to go into Internal Inclusion may result in a fixed term exclusion.

### Detentions

- We have the statutory right (Education and Inspections Act 2006) to use detention as a sanction both within the normal school day and after normal school hours. Under this Act, parental consent is not required for detentions and inconvenient travel arrangements do not affect our right to impose a detention.
- Lunch time detentions can run on a daily basis. Pupils may also be issued with an afterschool detention. Parents will be informed in advance and detentions will be logged on SIMS and can be seen by parents accessing the system via the parent portal.
- If a pupil arrives late for the school day they will be placed in Internal Inclusion until the beginning of the next lesson or after the next break. Parents/carers will be notified of this.
- There may be an instance where a student has repeatedly failed to adhere to 100% compliance and will be asked to attend a DT with a member of the behaviour team. Failure to attend this will result in a Friday detention led by a member of SLT.
- Staff may also issue detentions at break and lunchtime and after school but every effort will be made to ensure that pupils have reasonable time to eat, drink and use the toilet. Staff are able to keep pupils back at the end of the day for 10 minutes without prior warning.

### Smoking On Or Off The School Site

- Any pupil found smoking on site will spend a day in internal exclusion in the first instance, after that the consequence will be a rolling programme of FTEs, starting with 1, then 2 days.
- If the student continues to act in breach of the policy, they may be subject to a Permanent Exclusion on the grounds of persistent breaches of the Behaviour and Positive Handling Policy. This includes smoking outside the school grounds and applies if a student is smoking any form of replacement cigarettes/E-cigarettes. The same consequences may be issued to any student fraternizing with a group of smokers, even though the student himself or herself may not be smoking.

### Uniform

- All pupils are expected to wear correct uniform. If a student attends school and is not in the correct uniform their parents will be expected to rectify the situation immediately. If they are unable to do so the student will be placed in internal exclusion until the child reaches the prescribed standards for School Uniform. Please refer to the School Uniform Guidance booklet which is also published on the school web site for the correct uniform.

### **Hairstyles**

- Extreme hairstyles in terms of style, as determined by school, are not acceptable (large hair accessories are also not acceptable). If hair is coloured, it must be in a natural colour (not an extreme shade).
- Boys must not have “Tram lines” cut into their hair as this is an extreme hairstyle.
- A plain dark ribbon/band is acceptable.
- Failure to comply will result in a sanction which in the first instance will be internal exclusion but persistent breaches may lead to more serious consequences.
- The Principal of each school reserves the right to judge what is extreme and what is not.

### **Mobile phones**

- Pupils are not allowed to use their mobile phones, smart phones or smart watches while on school site.
- Phones must be kept in bags or the school office (Primary schools). Staff will confiscate phones if they are seen.
- Pupils can collect them at the end of the day from student reception or the Behaviour Team.

### **Internal Inclusion**

- This is used where pupils have committed breaches of discipline and have not adhered to 100% compliance which, in the judgement of the school, are in need of a greater sanction than a detention.
- The school reserves the right to impose a fixed term in Internal Inclusion. The number of days served in Internal Inclusion will depend on the judgement and the evidence available at the time.
- Pupils who fail to reach the classroom standards expected may be removed by a member of staff and placed into Internal Inclusion. They will be asked to reflect on the behaviour that has led to this consequence being imposed and may be allowed to be reintegrated into their next lesson. Any pupil who is removed from more than one lesson in a day will be subject to more serious consequences such as a full day in isolation or possibly a Fixed Term Exclusion.
- For those pupils who have had to spend a full day in Internal Inclusion, their parents will be informed and will be expected to attend a reintegration meeting with a member of the Senior Leadership Team where possible.
- Where a student is placed into Internal Inclusion, the expectation is to work in silence to create a calm environment for all.

### **Inclusion**

- Analysis of behaviour reports will take place on a regular basis. There will be dialogue with pupils and parents in those cases where personalised intervention plans are necessary. External agencies will be involved where appropriate.

### **Teachers’ Panel**

- The teachers’ panel will meet after school with pupils and their parents/carers who are not responding to the normal school sanctions and whose behaviour is likely to lead to exclusion or increased internal isolation. Parents/carers of these pupils will be expected to attend the meetings to discuss intervention strategies.
- In more serious instances pupils and parents will meet with a Governors’ Panel.

## **Behaviour Off Site**

We expect pupils who wear our uniform to demonstrate high standards of behaviour at all times both on and off site. This includes:

- Taking part in any school-organised activity.
- Travelling to or from school.
- When wearing school uniform.
- As identified as a pupil at Cardinal Wiseman.

Or misbehaviour at any time, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school.
- Poses a threat to another pupil or member of the school community.
- Could adversely affect the reputation of the school.

We will discipline pupils according to our behaviour policy where these incidents of poor behaviour occur to such an extent as is reasonable.

## **Exclusions**

Fixed Term Exclusions which could include a fixed term in Internal Inclusion may be given for:

- All instances described previously which constitute a persistent breach of our Classroom Standards and therefore our Behaviour and Positive Handling Policy.
- Physical contact or threats made to a member of staff.
- Swearing directly at a member of staff.
- Hitting or assaulting another pupil.
- Stealing something significant.
- Bullying, harassment or abuse (including on the grounds of gender, race, religion or sexual orientation).
- Acts of deliberate vandalism.
- Malicious allegations against staff.
- On-going defiance of members of staff.

This list does not indicate every offence for which fixed term exclusion may be used. For certain pupils a fixed term in Internal Inclusion will have more impact as a sanction than issuing a fixed term exclusion.

Recommendation for permanent exclusion will be given by the Principal following a full investigation for:

- Possession of drugs or alcohol on site or on the journey to or from school.
- Dealing in drugs.
- Possession of drugs.
- Possession of an offensive weapon.
- Persistent disruptive or violent conduct.
- Persistent breaches of The Romero Catholic Academy Behaviour and Positive Handling Policy.
- Endangering others' safety.

Evidence will be taken from the pupil so that their point of view is given.

## **Involvement Of Parents**

Parents will be involved in discipline cases as appropriate. There will be a compulsory reintegration meeting for all pupils following a fixed term exclusion.

## **Involvement Of Staff**

The working of the school's policies and procedures will be discussed regularly at staff meetings and on specified training days.

## 10. Screening, Searching and Confiscation (Primary and Secondary)

### Searching

School staff can search a pupil for any item if the pupil agrees. The ability to give consent may be influenced by the child's age or other factors.

Principals and staff authorised by them have a statutory power to search pupils or their possessions, **without consent**, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
  - to commit an offence, or
  - to cause personal injury to, or damage to the property of, any person (including the pupil)

Principals and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

### Confiscation

School staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

### Schools' obligations under the European Convention on Human Rights (ECHR)

- Under article 8 of the European Convention on Human Rights pupils have a right to respect for their private life. In the context of these particular powers, this means that pupils have the right to expect a reasonable level of personal privacy
- The right under Article 8 is not absolute, it can be interfered with but any interference with this right by a school (or any public body) must be justified and proportionate
- The powers to search in the Education Act 1996 are compatible with Article 8. A school exercising those powers lawfully should have no difficulty in demonstrating that it has also acted in accordance with Article 8. This advice will assist schools in deciding how to exercise the searching powers in a lawful way

### Screening

What the law allows:

- Schools can require pupils to undergo screening by a walk-through or hand-held metal detector (arch or wand) even if they do not suspect them of having a weapon and without the consent of the pupils
- Schools' statutory power to make rules on pupil behaviour and their duty as an employer to manage the safety of staff, pupils and visitors enables them to impose a requirement that pupils undergo screening
- Any member of school staff can screen pupils

Also note:

- If a pupil refuses to be screened, the school may refuse to have the pupil on the premises. Health and safety legislation require a school to be managed in a way which does not expose pupils or staff to risks to their health and safety and this would include making reasonable rules as a condition of admittance.
- If a pupil fails to comply, and the school does not let the pupil in, the school has not excluded the pupil and the pupil's absence should be treated as unauthorised. The pupil should comply with the rules and attend.
- This type of screening, without physical contact, is not subject to the same conditions as apply to the powers to search without consent.

## **Searching with consent**

School staff can search pupils with their consent for any item.

Also note:

- Schools are not required to have formal written consent from the pupil for this sort of search – it is enough for the teacher to ask the pupil to turn out his or her pockets or if the teacher can look in the pupil's bag or locker and for the pupil to agree.
- If a member of staff suspects a pupil has a banned item in his/her possession, they can instruct the pupil to turn out his or her pockets or bag and if the pupil refuses, the teacher can apply an appropriate punishment as set out in the behaviour policy.
- A pupil refusing to co-operate with such a search raises the same kind of issues as where a pupil refuses to stay in a detention or refuses to stop any other unacceptable behaviour when instructed by a member of staff – in such circumstances, schools can apply an appropriate disciplinary penalty.

## **Searching without consent**

What can be searched for?

- Knives or weapons, alcohol, illegal drugs and stolen items; and
- Tobacco and cigarette papers, fireworks and pornographic images; and
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property; and
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.
- The search can be undertaken by any member of school staff if authorised by the headteacher.
- The staff member must be the same sex as the pupil being searched; and there must be a witness (also a staff member) and, if possible, they should be the same sex as the pupil being searched.
- There is a limited exception to this rule. We can carry out a search of a pupil of the opposite sex to you and / or without a witness present, but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.

## **Authorising members of staff**

- Principals can decide who to authorise to use these powers. There is no requirement to provide authorisation in writing.
- Staff, other than security staff, can refuse to undertake a search.
- Staff can be authorised to search for some items but not others; for example, a member of staff could be authorised to search for stolen property, but not for weapons or knives.

## **Training for school staff**

- When designating a member of staff to undertake searches under these powers, the Principal should consider whether the member of staff requires any additional training to enable them to carry out their responsibilities.

## **Establishing grounds for a search**

- Teachers can only undertake a search without consent if they have reasonable grounds for suspecting that a pupil may have in his or her possession a prohibited item. The teacher must decide in each particular case what constitutes reasonable grounds for suspicion. For example, they may have heard other pupils talking about the item or they might notice a pupil behaving in a way that causes them to suspect that the pupil is concealing a prohibited item.
- In the exceptional circumstances when it is necessary to conduct a search of a pupil of the opposite sex or in the absence of a witness, the member of staff conducting the search should bear in mind that a pupil's expectation of privacy increases, as they get older.

- The powers allow school staff to search regardless of whether the pupil is found after the search to have that item. This includes circumstances where staff suspect a pupil of having items such as illegal drugs or stolen property which are later found not to be illegal or stolen.
- School staff may wish to consider utilising CCTV footage in order to make a decision as to whether to conduct a search for an item.

#### **Searches for items banned by the school rules**

- An item banned by the school rules may only be searched for under these powers if it has been identified in the school rules as an item that can be searched for.
- The school rules must be determined and publicised by the Principal in accordance with the School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012..
- Under section 89 and the School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012 the Principal must publicise the behaviour policy, in writing, to staff, parents and pupils at least once a year.

#### **Location of a search**

- Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control or charge of the pupil, for example on school trips in England or in training settings.

#### **During the search**

Extent of the search – clothes, possessions, desks and lockers

What the law says:

- The person conducting the search may not require the pupil to remove any clothing other than outer clothing.
- ‘Outer clothing’ means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear but ‘outer clothing’ includes hats; shoes; boots; gloves and scarves.
- ‘Possessions’ means any goods over which the pupil has or appears to have control – this includes desks, lockers and bags.
- A pupil’s possessions can only be searched in the presence of the pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

Also note:

- The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

#### **Lockers and desks**

- Under common law powers, schools are able to search lockers and desks for any item provided the pupil agrees. Schools can also make it a condition of having a locker or desk that the pupil consents to have these searched for any item whether or not the pupil is present.
- If a pupil does not consent to a search (or withdraws consent having signed a consent form) then it is possible to conduct a search without consent but only for the “prohibited items” listed above.

#### **Use of force**

- Members of staff can use such force as is reasonable given the circumstances when conducting a search for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm. Such force cannot be used to search for items banned under the school rules.



## After the search

### The power to seize and confiscate items – general

What the law allows:

- Schools' general power to discipline, as circumscribed by Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so.

Also note:

- The member of staff can use their discretion to confiscate, retain and/or destroy any item found as a result of a 'with consent' search so long as it is reasonable in the circumstances. Where any article is reasonably suspected to be an offensive weapon, it must be passed to the police.
- Staff have a defence to any complaint or other action brought against them. The law protects members of staff from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

### Items found as a result of a 'without consent' search

What the law says:

- A person carrying out a search can seize anything they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.
- Where a person conducting a search finds alcohol, they may retain or dispose of it. This means that schools can dispose of alcohol as they think appropriate but this should not include returning it to the pupil.
- Where they find controlled drugs, **these must be delivered to the police as soon as possible** but may be disposed of if the person thinks there is a good reason to do so.
- Where they find other substances which are not believed to be controlled drugs these can be confiscated where a teacher believes them to be harmful or detrimental to good order and discipline. This would include, for example, so called 'legal highs'. Where staff suspect a substance may be controlled they should treat them as controlled drugs as outlined above.
- Where they find stolen items, these must be delivered to the police as soon as reasonably practicable – but may be returned to the owner (or may be retained or disposed of if returning them to their owner is not practicable) if the person thinks that there is a good reason to do so.
- Where a member of staff finds tobacco or cigarette papers they may retain or dispose of them. As with alcohol, this means that schools can dispose of tobacco or cigarette papers as they think appropriate but this should not include returning them to the pupil.
- Fireworks found as a result of a search may be retained or disposed of but should not be returned to the pupil.
- If a member of staff finds a pornographic image, they may dispose of the image unless they have reasonable grounds to suspect that its possession constitutes a specified offence (i.e. it is extreme or child pornography) in which case it must be delivered to the police as soon as reasonably practicable.
- Where an article that has been (or is likely to be) used to commit an offence or to cause personal injury or damage to property is found it may be delivered to the police or returned to the owner. It may also be retained or disposed of.
- Where a member of staff finds an item which is banned under the school rules they should take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it.
- Any weapons or items which are evidence of an offence must be passed to the police as soon as possible.

### **Statutory guidance on the disposal of controlled drugs and stolen items**

It is up to the teachers and staff authorised by them to decide whether there is a good reason not to deliver stolen items or controlled drugs to the police. In determining what is a “good reason” for not delivering controlled drugs or stolen items to the police the member of staff must have regard to the following guidance issued by the Secretary of State:

- In determining what is a ‘good reason’ for not delivering controlled drugs or stolen items to the police, the member of staff should take into account all relevant circumstances and use their professional judgement to determine whether they can safely dispose of a seized article.
- Where staff are unsure as to the legal status of a substance and have reason to believe it may be a controlled drug they should treat it as such.
- With regard to stolen items, it would not be reasonable or desirable to involve the police in dealing with low value items such as pencil cases. However, school staff may judge it appropriate to contact the police if the items are valuable (iPods/laptops) or illegal (alcohol/fireworks).

### **Statutory guidance for dealing with electronic devices**

- Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person’s mobile phone if it has been seized in a lawful ‘without consent’ search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.
- The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a “good reason” for examining or erasing the contents of an electronic device:
- In determining a ‘good reason’ to examine or erase the data or files the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
- If an electronic device that is prohibited by the school rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.
- If a staff member does not find any material that they suspect is evidence in relation to an offence, and decides not to give the device to the police, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of school discipline.
- All school staff should be aware that behaviours linked to sexting put a child in danger. Sexting and the school’s approach to it is reflected in the child protection policy. The UK Council for Child Internet Safety (UKCCIS) Education Group has recently published the advice - [sexting in schools and colleges - responding to incidents and safeguarding young people](#)

Also note:

- Teachers should also take account of any additional guidance and procedures on the retention and disposal of items that have been put in place by the school.

### **Telling parents and dealing with complaints**

- Schools are not required to inform parents before a search takes place or to seek their consent to search their child.
- There is no legal requirement to make or keep a record of a search.
- Schools should inform the individual pupil’s parents or guardians where alcohol, illegal drugs or potentially harmful substances are found, though there is no legal requirement to do so.
- Complaints about screening or searching should be dealt with through the normal school complaints procedure.

## Links to other policies or documents

This Behaviour and Positive Handling policy is linked to our:

- TRCA Anti-Bullying Policy
- TRCA Complaints Policy
- TCRA Child protection & Safeguarding Policy
- TCRA Confidentiality Policy
- TCRA E-Safety Policy
- TCRA Acceptable Use Policies (AUP)
- TCRA RSHE Policy (Autumn 2020)
- TCRA School individual Uniform Policy

### BDES

- Catholic Schools Pupil Profile
  - [http://www.bdes.org.uk/uploads/7/2/8/5/72851667/promoting values virtues in a catholic school.pdf](http://www.bdes.org.uk/uploads/7/2/8/5/72851667/promoting_values_virtues_in_a_catholic_school.pdf)

## Appendix 1

### Points of discussion – Parent & child

#### Parents should discuss this with their child

The Principal at Secondary school has the power to put pupils under 18 in detention without parental consent. These powers are delegated to all teaching staff. Every effort will be made to contact parents prior to the detention so that they can make alternative travel arrangements. A pupil can be required to attend detention on non-teaching days except public holidays or half term.

- The Principal now has the power to search pupils and their possessions. This power is delegated to all staff, including the Senior Leadership Team and Heads of Year. The power to search will be used if there is a concern about the safety of other pupils.
- The legal provisions on school discipline also provide members of staff with the power to use \*reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.
- The term ‘reasonable force’ covers the broad range of actions used by most teachers that involves a degree of physical contact with pupils. 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 pupil needs to be restrained, to prevent violence or injury. Staff should complete the Red Book to record physical restraint, which is held in the Vice Principal’s office.
- School staff will 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.
- Under the Education Act (2011), school reserves the right to take disciplinary action against any student that, in the view of the Principal, based on the evidence before him or her, has made a serious malicious allegation against a member of staff which is unproven.

## Appendix 2 Behaviour report (Primary)

	<ul style="list-style-type: none"> <li>Termly figures are NOT cumulative.</li> </ul>	2017-18 Whole year	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2	Additional information. <i>(See example)</i>
<b>BEHAVIOUR</b>	<b>TOTAL NUMBER OF INCIDENTS</b>								
	Reception								
	Y1								
	Y2								
	Y3								
	Y4								
	Y5								
	Y6								
	<b>Total number of Bullying incidents</b>								
	Online bullying								
	<b>Total number of Racial incidents</b>								
	Aggressive incidents								
	Physical incidents								
	Incidents on the playground.								
	Verbal and Physical incidents against a member of staff								
<b>NUMBER OF PUPILS</b>	<b>Reception</b>								<i>Monitoring needs.</i>
	Y1								<i>SEN, class-based behaviour management.</i>
	Y2								<i>.CP. support through LM and Social Worker</i>
	Y3								<i>Class based behaviour management.</i>
	Y4								<i>Home issues, receiving support through LM.</i>
	Y5								<i>Pp, discussed fortnightly at VCM.</i>
	Y6								<i>PP, classed based behaviour management</i>
<b>EXCLUSIONS</b>	Number of pupils excluded – Fixed Term								
	Number of pupils with repeat exclusion – Fixed Term								
	Number of sessions PP excluded – Fixed Term								
	Number of pupils excluded - Permanent								
	Number of PP pupils excluded - Permanent								

**Appendix 3 Rewards for each school (to be completed in Autumn 2020)**

Corpus Christi	
Good Shepherd	
Sacred Heart	
SS Peter and Paul	
Saint Gregory	
Saint John Fisher	
Saint Patrick	
Cardinal Wiseman	

## Appendix 4 Sanctions for each Primary school

Corpus Christi Catholic Primary School



<p><b>Sanction Step 1</b></p> <p>The child will be given a verbal or non-verbal warning as a reminder for behaviour that is unacceptable, disruptive to learning which will link to one of our school rules</p>
<p><b>Sanction Step 2</b></p> <p>The child will be given a second verbal warning reminding them of the unacceptable behaviour being displayed and a reminder of the school rule that they are not adhering to</p>
<p><b>Sanction Step 3</b></p> <p>If unwanted behaviour persists, the child's name will be changed to yellow on the 'Good to be Green' chart and recorded. The child can still turn Yellow back to Green throughout the day by showing the expected behaviour</p>
<p><b>Sanction Step 4</b></p> <p>Steps 1-3 will be repeated before the child's name is turned to Red. The child will miss some break times or may be removed from class into internal exclusion at the discretion of SLT. Parents will be informed</p>
<p><b>Sanction Step 5</b></p> <p>If the child has been on Red three times within a half term, parents will be invited into school for a formal meeting with the Principal or a member of SLT</p>
<p><b>Sanction Step 6</b></p> <p>If this continues or aggressive or verbally abusive behaviour is displayed, the child will receive a Fixed Term Exclusion</p>
<p><b>Sanction Step 7</b></p> <p>A formal meeting with the Principal, Parents and the Local Academy Committee will be held</p>
<p><b>Sanction Step 8</b></p> <p>Permanent Exclusion from Corpus Christi Catholic Primary School</p>



<p><b>Sanction Step 1</b></p> <p>Verbal reminder of expected behaviour; pupil's name is moved to the green zone on the class chart</p>
<p><b>Sanction Step 2</b></p> <p>Sanction given; pupil's name is moved to the amber zone on the class chart. Pupil misses 5 minutes off play (KS1 and KS2)</p>
<p><b>Sanction Step 3</b></p> <p>Sanction given; pupil's name is moved to the red zone on the class chart. Teacher to report on CPOMs. Pupil misses 5-10 minutes off play (KS1) Pupil misses 10-15 minutes off play (KS2) If pupil ends up on the red zone twice in one day, the pupil will be sent to a member of the Senior Leadership Team (SLT).</p>
<p><b>Sanction Step 4</b></p> <p>Sanction given; pupil is sent to a member of the SLT. SLT to report on CPOMs. Possible sanctions from SLT: Time off the playground, exclusion from representing the school, parents meeting, completing work not finished in lesson time, reconciliation will be facilitated.</p>
<p><b>Sanction Step 5</b></p> <p>Sanction given; pupil is sent to the Principal. Principal to report on CPOMs. Possible sanctions from the Principal: Time off the playground in Principal's office, parent's meeting, internal exclusion (pupil is kept out of class and off the playground for a fixed period).</p>
<p><b>Sanction Step 6</b></p> <p>Formal meeting with Class teacher, Parents, Child, SLT Member and/or Principal. SLT/Principal to report on CPOMs. Possible sanction: Internal exclusion (for certain period of time)</p>
<p><b>Sanction Step 7</b></p> <p>Fixed Term Exclusion – formal letter issued. Letter to be uploaded to CPOMs. Following a thorough investigation by the SLT, serious incidents of physical aggression and abusive, foul or insulting language will result in immediate action to step 7.</p>
<p><b>Sanction Step 8</b></p> <p>Formal meeting with Academy Representative, Principal, Class teacher, parents and Child. Formal letter issued by the Principal. Letter to be uploaded to CPOMs.</p>
<p><b>Sanction Step 9</b></p> <p>Permanent Exclusion from Good Shepherd Catholic Primary School Formal letter issued by Principal. Letter to be uploaded to CPOMs.</p>





Sacred Heart Catholic Primary School

<p><b>Sanction Step 1</b> Verbal reminder of expected behaviour</p>
<p><b>Sanction Step 2</b> Second verbal reminder</p>
<p><b>Sanction Step 3</b> Child's name is written on the board and a final reminder is given</p>
<p><b>Sanction Step 4</b> If a child's behaviour doesn't improve then a Time IN Letter will be issued and sent home to parents for signature. <b>If a child has broken the Golden Rules they will be kept in at lunchtime and supervised by a member of staff on duty.</b></p>
<p><b>Sanction Step 5</b> Formal Meeting with Class Teacher, Parent, Child and Principal (after three Time In Letters issued) Internal Exclusion from break and lunchtime</p>
<p><b>Sanction Step 6</b> Fixed Term Exclusion – formal letter issued <b>Following a thorough investigation by the Senior Leadership Team, serious incidents of physical aggression and abusive, foul or insulting language will result in immediate action to Step 6</b></p>
<p><b>Sanction Step 7</b> Formal meeting with Academy Representative, Principal, Class Teacher, Parents and Child Formal letter issued by Principal</p>
<p><b>Sanction Step 8</b> Permanent Exclusion from Sacred Heart Catholic Primary School Formal letter issued by Principal</p>



<p><b>Sanction Step 1</b></p> <p>A verbal warning and a reminder of expectations will be given.</p>
<p><b>Sanction Step 2</b></p> <p>A second verbal warning and a reminder of expectations will be given.</p>
<p style="text-align: center;"><b>Sanction Step 3</b></p> <p>A 15 minute “time out” in another class will be given. If poor behaviour continues the child will be kept in at breaktime or lunchtime (equivalent of 15 minutes). Parents will be informed at the end of the day by the class teacher and recorded on CPOMs.</p>
<p style="text-align: center;"><b>Sanction Step 4</b></p> <p>If behaviour continues or begins to escalate, the child will be kept in at breaktime or lunchtime (totalling 45 minutes). During this time, they will make amends for their behaviour by carrying out age appropriate tasks around the school. Parents will be informed at the end of the day by the class teacher and recorded on CPOMs.</p>
<p style="text-align: center;"><b>Sanction Step 5</b></p> <p>If the above behaviour continues or behaviour is deemed as bullying or racist or becomes physical, a formal meeting will be arranged with parents, the class teacher and the phase leader. A verbal warning will be given, and a playtime and a lunchtime will be missed. During this time, the child will make amends for their behaviour by carrying out age appropriate tasks around the school. The incident will be recorded onto CPOMs.</p>
<p style="text-align: center;"><b>Sanction Step 6</b></p> <p>If the above behaviour continues or there is an increase in aggression or violence, a formal meeting will be arranged between your parents, your class teacher and either Mrs Stanton or Mrs Garvey. A written warning letter will be issued. An age appropriate sanction will be given, this will be discussed during the meeting. The incident will be recorded onto CPOMs.</p>
<p style="text-align: center;"><b>Sanction Step 7</b></p> <p>If the above behaviour continues or there is deliberate violence towards a member of staff or a severe violent act towards another child, a formal meeting will be arranged between your parents, your class teacher and either Mrs Stanton or Mrs Garvey. A fixed term exclusion will be given, and a formal letter issued. The incident will be recorded onto CPOMs.</p>
<p style="text-align: center;"><b>Sanction Step 8</b></p> <p>If the above behaviour continues, a permanent exclusion from Ss Peter and Paul Catholic Primary School will be given. A formal letter will be issued. The incident will be recorded onto CPOMs.</p>



<p><b>Sanction Step 1</b> Verbal warning</p>
<p><b>Sanction Step 2</b> Child's name is recorded</p>
<p><b>Sanction Step 3</b> Time IN Letter issued – sent home to parents for signature if a child has breached one of the Golden Rules then they will be kept in for break time/lunchtime</p>
<p><b>Sanction Step 4</b> Child is sent to a SLT member for 'time to reflect' session at any point throughout the day</p>
<p><b>Sanction Step 5</b> Formal meeting with Class Teacher, Parent, Child and Principal (after three time letter issued) Internal Exclusion from break and lunchtime</p>
<p><b>Sanction Step 6</b> Fixed Term Exclusion (minimum ½ day including lunchtime) – formal letter issued Following a thorough investigation by the Senior Leadership Team: any physical aggression and abusive, foul or insulting language/action will result in immediate action to step 6</p>
<p><b>Sanction Step 7</b> Formal meeting with Governor, Principal, Class Teacher, Parents and Child Formal letter issued by the Principal of the school</p>
<p><b>Sanction Step 8</b> Permanent Exclusion from St Gregory's Primary School Formal letter issued by the Principal of the school</p>

St John Fisher Catholic Primary School



<p><b>Sanction Step 1</b> Verbal reminder of expected behaviour</p>
<p><b>Sanction Step 2</b> Second verbal reminder</p>
<p><b>Sanction Step 3</b> Child's name is written on the board and a final reminder is given</p>
<p><b>Sanction Step 4</b> If a child's behaviour doesn't improve then a Time IN Letter will be issued and sent home to parents for signature. <b>If a child has broken the Golden Rules they will be kept in at lunchtime and supervised by a member of staff on duty.</b></p>
<p><b>Sanction Step 5</b> Formal Meeting with Class Teacher, Parent, Child and Principal (after three Time In Letters issued) Internal Exclusion from break and lunchtime</p>
<p><b>Sanction Step 6</b> Fixed Term Exclusion – formal letter issued <b>Following a thorough investigation by the Senior Leadership Team, serious incidents of physical aggression and abusive, foul or insulting language will result in immediate action to Step 6</b></p>
<p><b>Sanction Step 7</b> Formal meeting with Academy Representative, Principal, Class Teacher, Parents and Child Formal letter issued by Principal</p>
<p><b>Sanction Step 8</b> Permanent Exclusion from Sacred Heart Catholic Primary School Formal letter issued by Principal</p>



St Patrick's Catholic Primary School

<p align="center"><b>Sanction Step 1</b> Verbal reminder of expected behaviour</p>
<p align="center"><b>Sanction Step 2</b> Second verbal reminder Child's name is written on the board and a final reminder is given</p>
<p align="center"><b>Sanction Step 3</b> Supervised play Leadership team will cover a supervised playtime for any child who has got to this stage.</p>
<p align="center"><b>Sanction Step 4</b> If a child receives a 2<sup>nd</sup> supervised play in a half term, a time in letter will be issued.</p>
<p align="center"><b>Sanction Step 5</b> If a child receives a 3<sup>rd</sup> supervised play in a half term, a formal meeting will be organised with Class Teacher, Parent, Child and Principal</p>
<p align="center"><b>Sanction Step 6</b> Fixed Term Exclusion – formal letter issued <b>Following a thorough investigation by the Senior Leadership Team, serious incidents of physical aggression and abusive, foul or insulting language will result in immediate action to Step 6</b></p>
<p align="center"><b>Sanction Step 7</b> Formal meeting with Academy Representative, Principal, Class Teacher, Parents and Child Formal letter issued by Principal</p>
<p align="center"><b>Sanction Step 8</b> Permanent Exclusion from St Patrick's Primary School Formal letter issued by Principal</p>

## Appendix 5 Catholic Schools Pupil Profile

At the Diocesan Heads conference in the summer 2014 Fr. Adrian Porter from the Jesuit Institute spoke about the way in which the Jesuit schools have taken a very direct and strategic approach to the formation of the whole child. In their Pupil Profile, which is rooted in Ignatian theology and spirituality, they have created a series of statements based on the Virtues through which they have made explicit their purpose and intention as educators: they have described what a child in their care is growing to be and how the school is consciously and deliberately nurturing this.

In the profile are eight sets of words which have been paired together because of their complementary and harmonising relationship to one another: from the development of one virtue springs another.

Whilst this Jesuit Pupil Profile has been devised by the Jesuit community Fr. Adrian and the Jesuit Institute are very kindly allowing the Archdiocese of Birmingham to use and develop their materials. For our purposes it has been renamed the Catholic Schools Pupil Profile.

Pupils in a school in the Archdiocese of Birmingham are growing to be ...	Schools in the Archdiocese of Birmingham help their pupils grow...
<b>Grateful</b> for their own gifts, for the gift of other people, and for the blessings of each day; and <b>generous</b> with their gifts, now and in the future.	By encouraging them to know and be <b>grateful</b> for all their gifts, developing them to the full so that they can be <b>generous</b> in the service of others.
<b>Attentive</b> to their experience and to their vocation; and <b>discerning</b> about the choices they make and the effects of those choices.	By promoting the practice of <b>attentive</b> reflection and <b>discerning</b> decision making: in teaching, in the examen, prayer and retreats; and through the practice and example of school leaders and staff.
<b>Compassionate</b> towards others, near and far, especially the less fortunate; and <b>loving</b> by their just actions and forgiving words.	By being <b>compassionate</b> and <b>loving</b> in the way pupils are treated, especially when a pupil is in trouble; and by opening pupils' eyes to those who suffer poverty, injustice or violence.
<b>Faith-filled</b> in their beliefs and <b>hopeful</b> for the future.	By passing on the living and <b>faith-filled</b> tradition of Jesus Christ; by having persevering faith in the pupils, and by encouraging them in turn, to have faith and <b>hope</b> in themselves and others.
<b>Eloquent</b> and <b>truthful</b> in what they say of themselves, the relations between people, and the world.	By developing an <b>eloquent</b> language which pupils can use to understand and articulate their emotions, beliefs, and questions, encouraged by the example of their teachers to be <b>truthful</b> in the way they represent themselves and speak about the world.
<b>Learned</b> , finding God in all things; and <b>wise</b> in the ways they use their learning for the common good.	By the breadth and depth of the curriculum; by excellence of teaching, and the creation of opportunities to become more <b>learned</b> and <b>wise</b> .

<p><b>Curious</b> about everything; and <b>active</b> in their engagement with the world, changing what they can for the better.</p>	<p>By leading pupils to be <b>curious</b> about the universe and all human activity, and to take increasing responsibility for their own learning, and by</p>
	<p>providing opportunities for them to be <b>active</b> in the life of the school, the Church, and the wider community.</p>
<p><b>Intentional</b> in the way they live and use the resources of the earth, guided by conscience; and <b>prophetic</b> in the example they set to others.</p>	<p>By being a school community which is <b>intentional</b> in its way of proceeding to build-up quality of life; and which is <b>prophetic</b> in the way it offers an alternative vision of education and the human person rooted in the gospel.</p>