



## Behaviour Policy

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An academy within:



“Learning together, to be the best we can be”



# 1. Aims

## 1.1 This policy aims to:

- Provide a **consistent approach** to behaviour management
- **Define** what we consider to be unacceptable behaviour, including bullying
- Outline how **pupils are expected to behave**
- Summarise the **roles and responsibilities** of different people in the school community with regards to behaviour management
- Outline our system of **recognition and consequence**

## 1.2 Our school aims to:

- Provide a calm, positive learning environment which is a safe and healthy environment for all
- Recognise and celebrate all successes
- Promote reflective practices
- Develop independent and confident pupils
- Create and maintain a secure and nurturing environment that allows open and honest communication
- Create resilient learners
- Create a culture whereby children and young people continue to learn life-long skills relating to their social and emotional development

We have three school rules:

- Have respect
- Be safe
- Try your best

All behaviours and behaviour choices, both positive and negative, are framed in terms of these rules. Each class develops a Class Charter at the beginning of the school year based around these rules. This is an agreement made by the pupils, outlining everyone's rights and responsibilities.

At Pennine View we consider that praise and recognition are important, and should have a considerable emphasis in school, giving pupils recognition for their effort in work and their positive contribution to school life. It is expected that good standards of behaviour will be encouraged through consistent application of our school values and rules. It is important that the pupils themselves become responsible for the management of their own emotions and



behaviour.

Positive behaviour will be recognised with such things as:

- Specific praise
- Dojo Points
- Stickers
- Letters or phone calls home to parents / carers
- Special responsibilities / privileges
- Reward enrichment activities
- Certificates

## 2. Purpose

2.1 This behaviour policy is of paramount importance to the effectiveness of behaviour management. It is a practical document which includes clear guidelines for staff on practice and procedures relating to any incidence of behaviour within school. It follows guidelines set out in the following documents:

- The Education and Inspections Act (2006) sections 89 and 93;
- Behaviour and Discipline in Schools: Advice for Head teachers and school staff (January 2016);
- Physical interventions: a policy framework
- Positive and proactive care: reducing the need for restrictive physical interventions (2014)
- Behaviour and discipline in schools – Guidance for governing bodies (September 2015)
- Equality Act (2010) part 6, chapter 1
- Ensuring quality services
- School teachers pay and conditions
- Guidance on the use of restrictive physical interventions for pupils with severe behavioural difficulties
- Use of reasonable force (2013)
- Ofsted positive environments where children can flourish (October 2021)

2.2 This policy underpins our commitment to ensuring that Pennine View School is a community in which all people are respected and enabled to grow as learners in a safe, caring and stimulating environment.

2.3 This local policy falls under the overarching remit of the Nexus Trust Behaviour Policy (September 2025).



## 3. Functions of Behaviour

- 3.1 All staff should aim to understand the purpose of and reason for each individual's behaviour. When trying to understand this we must be aware of our own personal experiences and viewpoints and that these are not necessarily shared by the pupils we work with.
- 3.2 The function of a behaviour may be linked to a particular need, syndrome or disability and therefore we must ensure we do not discriminate against a child when addressing these. For some pupils the function may be very difficult to discover, often for pupils with autism spectrum condition (ASC) it may be linked to a lack of sensory integration.
- 3.3 The consequences for inappropriate behaviour should be outlined on the pupil's behaviour plan (see recording and reporting). It is important to recognise that positive consequences can also be reinforced.

## 4. Good Behaviour at School

All adults have a responsibility to implement whole school behaviour policy and to set a good example by modelling appropriate behaviours wherever they are in the school and whatever they are doing. Modelling ideal and expected behaviours will provide our learners with a positive model on which they can base their own actions.

- academies use a restorative approach;
- academies use a consistent level of response as part of an agreed whole school positive approach to how behaviour is managed;
- academy staff model positive behaviour;
- academies acknowledge that behaviour is a form of communication;
- academies acknowledge that every day is a new day;
- academies are a safe place to make mistakes;
- We are teaching our students to become functioning members of adult society and understand that to change an individual's behaviour may require highly structured support and take time.

Good behaviour is established through regular attendance at school to enable learning through experience, and the fostering of supportive relationships. Good



attendance will be expected for all children and will be actively sought as in order to establish good behaviour.

At Pennine View we aim to encourage good behaviour by:

Offering every child and their family support to ensure every child feels safe and cared for. Each class team will strive to build relationships with families as well as to liaise with professionals in achieving the best outcomes for each learner.

- Demonstrating and encouraging kindness.
- Modelling, explaining, forming and practising class rules alongside learners to offer them ownership of their rules.
- Ensuring we deliver an "Emotionally Literate" curriculum where self-esteem and self-control are fostered in order to enable our learners to become more socially and educationally successful.
- Addressing any incidents of bullying in a timely manner (to read in conjunction with a school's Anti Bullying Policy).
- Talking with children about the decisions which affect them so they are aware of, and can take ownership of what will happen.
- Adopting a child centered, personalised curriculum which includes a "Total Communication" approach and that encompasses all learning styles.
- Recognising, acknowledging, reaffirming and celebrating when learners show expected behaviour in all areas of their school life.
- Encouraging learners to be responsible and to take responsibility for all they do.
- Celebrating our successes, no matter how small they may be and in a way which acknowledges and celebrates the significant successes of every child.
- Rewarding good behaviour through the use of rewards which have been personalised so they are meaningful to each learner.
- Holding assemblies / events where success can be shared and celebrated.
- Ensuring any criticism is constructive, restorative and fair with the overall focus being one of "making a good choice" or "making the correct decision".
- Making sure we are fair and consistent both in what we ask of and expect from our learners according to his or her individual needs.
- Recognising opportunities for learners to improve their behaviour in a positive manner.
- Planning and organising the school environment, classroom and curriculum so that learners are interested and involved in their work.
- Ensuring transition times are well thought through, planned accordingly and communicated with learners in a sensitive and timely manner.
- Communicating with parents in order to celebrate children's successes and help further improve their behaviour.



- Engaging with the services offered by the full range of outside agencies to support families in encouraging positive behaviour and the setting of boundaries.

De-escalation is used to describe how we would reduce the level or intensity of a given behaviour and it accounts for a considerable part of behaviour management across Pennine View. Staff develop excellent working relationships with pupils and have in depth knowledge about their needs through collecting and sharing relevant information. Staff observe pupil's behaviour and aim to intervene early using tried and tested de-escalation techniques allowing staff to minimise risk for themselves and others around them.

De-escalation techniques are often very subtle and may even be missed by people who are unfamiliar with the pupil. When used, techniques are monitored for their effectiveness and this is recorded on pupil's one page profile or behaviour plan.

## 5. Graduated Response

- 5.1 As part of supporting and promoting positive behaviour, a graduated response as to the level of support required on an individual basis. The support for children will be based on the following model: -
- Universal Provision – As part of Quality First Teaching for children who respond and can be managed through school systems, structures and rewards
  - Targeted Support – Additional support with time limited impactful interventions such as 1:1 or small group provided by trained school staff
  - Bespoke Support – Additional provision, including support from external agencies including AP or educated offsite

## 6. Positive Handling

- 6.1 When de-escalation techniques have been unsuccessful or there is an emergency situation presented within a school to keep a child or children safe, then academies may choose to utilise positive handling techniques.



- 6.2 Within Team Teach, the term 'Positive Handling' is used to describe a 'broad spectrum of risk reduction strategies including use of safe spaces, safe environments, comfortable environments, diversions, calm stance and posture, non-threatening facial expressions, low tone, volume and pace in communication, careful, use of words, physical reassurance and prompts, effective guides and escorts, releases and holds with minimum drama and effort'.
- 6.3 At Pennine View we utilise Team Teach principles and practice regarding positive handling when necessary.
- 6.4 Section 550a of the Education Act 1996 allows teachers and other members of staff authorised by the Headteacher, 'to use such force as is reasonable in circumstances where the pupils may need to be prevented from engaging in behaviours which are likely to cause injury to themselves, others or damage property'.

## 7. Restrictive Physical Intervention (RPI)

- 7.1 Although every effort is made to observe and intervene early to keep incidents as low key as possible, occasionally some pupils need more intense intervention in the form of restrictive physical intervention (RPI). RPI refers to the positive application of force with the intention of protecting the pupil from harming themselves, others or seriously damaging property.
- 7.2 When using RPI staff must always consider:
- Which approach is in the **best interests of the pupil** (taking into account medical needs, physical disabilities and sensory impairments)?
  - What is a **reasonable** amount of force?
  - What intervention is **proportionate** to the circumstance?
  - Which intervention is **necessary**?
- 7.3 Pennine View require staff to be aware and mindful of elevated risks for the following interventions:
- Positional Asphyxia,
  - Pressure to the neck
  - Supine holds (lying on back)
  - Seated holds
  - Standing holds



- Extreme Exertion

**ALL** staff must monitor pupils closely during any RPI and look out for signs of distress. If pupils experience any distress staff must immediately modify the supportive hold or release the pupil. This must then be clearly recorded on the CPOMS database and reported to senior leaders to ensure it is avoided in the future wherever possible.

## 8. Removal from Classrooms

- 8.1 It is imperative for staff to understand their use of any kind of removal from a classroom to ensure that they are acting both within the school guidelines and more importantly within the law. The government's 'Behaviour in Schools' Guidance (February 2024 states)
- 8.2 'Removal is where a pupil, for serious disciplinary reasons, is required to spend a limited time out of the classroom at the instruction of a member of staff. This is to be differentiated from circumstances in which a pupil is asked to step outside of the classroom briefly for a conversation with a staff member and asked to return following this. The use of removal should allow for continuation of the pupil's education in a supervised setting. The continuous education provided may differ to the mainstream curriculum but should still be meaningful for the pupil.'
- 8.3 Removal should only be used for the following reasons:
- to maintain the safety of all pupils and to restore stability following an unreasonably high level of disruption;
  - to enable disruptive pupils to be taken to a place where education can be continued in a managed environment; and
  - to allow the pupil to regain calm in a safe space.
- 8.4 The removal from the classroom should be considered a serious sanction; therefore parents/carers/social workers should be informed on the same day. As with all disciplinary measures, schools must consider whether the sanction is proportionate and consider whether there are any special considerations relevant to its imposition. Any such instances should be recorded on the CPOMS database.
- 8.5 Headteachers are required to:
- make clear in the school behaviour policy that removal may be used as a response to serious misbehaviour;



- maintain overall strategic oversight of the school's arrangements for any removals, as set out in the school's behaviour policy;
- make sure the reasons that may lead to pupils being removed are transparent and known to all staff and pupils;
- outline in the behaviour policy the principles governing the length of time that it is appropriate for a pupil to be in removal;
- ensure that the removal location is in an appropriate area of the school and stocked with appropriate resources, is a suitable place to learn and refocus, and is supervised by trained members of staff; and
- design a clear process for the reintegration of any pupil in removal into the classroom when appropriate and safe to do so.
- make data-based decisions to consider whether frequently removed pupils may benefit from additional and alternative approaches or whether specific teachers may require more support.
- Facilitate reflection by the student on their behaviour that led to the removal from the classroom as to what they can do to improve and avoid such behaviour in the future.

8.6 Schools are required to collect, monitor and analyse removal data internally in order to review its effectiveness as a strategy for supporting student's behaviour. They should make decisions as to whether frequently removed students would benefit from additional support/intervention.

## 9. Use of Secure Spaces

9.1 Schools are required to ensure that pupils are not locked in a room or space, unless there are exceptional circumstances linked to immediate pupil/staff safety (e.g. as per lockdown procedures). At all times, Pennine View must be compliant with the Deprivation of Liberty Safeguards (DOLS) and/or the Mental Health Act (MHA).

9.2 There may be exceptional situations in which it is necessary to physically prevent a pupil from leaving a room in order to protect the safety of the individual pupils and/or pupils, staff and visitors from immediate risk, but this would be a safety measure and not a disciplinary sanction.

9.3 Classroom entrance and exit doors are not to be locked with a key or fob that can only be unlocked by an adult.

9.4 Schools may have two handles on entrance and exit doors to classrooms – one at standard (waist) height, and another towards the top of the door. These doors



are not locked, but have an enhanced system which provides a safe means of ensuring pupils are suitably safeguarded from leaving the classroom area of their own volition. This measure must be reflected in the class risk assessment and parents/carers informed.

- 9.5 It is acceptable, as part of our site health, safety and safeguarding measures, to have secure buildings or areas of the school building e.g. departments, entrance ways etc, which pupils can move freely within.
- 9.6 Where it is necessary for the safety and protection of a child to place them in a room that is secured and only unsecured by an adult, this should be in exceptional circumstances which is underpinned by a multiagency risk assessment and be reflected in a child's EHCP and/or their care plan. These measures must be used as a short term measure, and a multi-agency review must be held at least fortnightly. Parental consent must be in place and documented in all instances.

## 10. De-briefing Post Incident

- 10.1 Where appropriate pupils are given the opportunity to think about an incident afterwards. This is done on an individual basis which is linked to the pupil's level of understanding and these ideas are included in pupil's behaviour plan. De-briefing aims to help pupils understand what has happened and why, learn better ways to act in given situations and rebuild relationships with those involved. It focuses on how the pupil feels and what their unmet need was or what they were trying to communicate.
- 10.2 In addition to this it is also important for staff to have the opportunity to debrief following an incident. This is usually done informally during a class meeting at the end of the day. Staff also have the option to meet with and discuss an incident or behaviour with the senior management team (SMT) or behaviour team if they choose to do so.
- 10.3 All behaviour plans are reviewed and evaluated on a regular basis. They are updated at a minimum twice a year but best practice is for them to be updated if there is a change in behaviour or if the severity or frequency of a behaviour increases. It is always considered whether the change in behaviour is due to a physical pain and any clues the pupils can tell us will be noted down to share with parents/carers.



- 10.4 After a suitable period of time if a behaviour plan is having minimal impact staff may seek further guidance through liaison with colleagues, the senior management team or the inclusion team to further discuss issues and share ideas to improve the situation. If pupils continue to display inappropriate behaviours it may be necessary to seek further guidance from outside professionals who we can work alongside such as local Social Emotional and Mental Health (SEMH) teams, Educational Psychology, Child and Adolescent Mental Health Service (CAMHS).

## 11. Recording

Any incidents that require the use of RPI must be recorded on the CPOMS system.

In addition to recording RPI staff are requested to use CPOMS to its full potential by tracking both serious and minor incidents. The database is able to interrogate data to identify patterns and the results can be presented in a variety of ways. This information is used to proactively inform behaviour plans and monitor the effectiveness of changes made.

It is the responsibility of the staff involved in an incident to record it on the CPOMS database as this person has the most knowledge of the circumstances of the incident and why it has occurred. It is best practice for staff to input any serious incidents as a team to ensure all information is included and correct.

## 12. Use of CPOMS data

- 12.1 The CPOMS database is monitored both daily and weekly by a member of the SMT who is looking out for any arising issues or serious incidents. At the end of each half term all of the data that has been logged across the school is collated and analysed for patterns and trends as well as reflection of how the behaviour policy is being applied consistently throughout the school.

## 13. Behaviour Plans

- 13.1 Children or young people who are identified as likely to require the use of the positive application of force to control or restrain, as part of their behaviour management, will require a 'Behavioural Support Plan' which will be additional to their Individual Learning Plan. This is drawn up by the class team, with support



from the inclusion team, in response to the risk posed by the child or young person's behaviour and it is shared with all staff, parents or carers, other agencies involved and the child or young person if appropriate.

## 14. Informing parents/carers

- 14.1 At Pennine View we feel that sharing information between school and home is imperative to help decode and understand what a pupil may be feeling or trying to communicate. Sharing systems that work and the pupil is able to use enables the transfer of information and skills across both settings and in keeping with this staff aim to share all updates with parents/carers
- 14.2 Following a serious incident or any incident where RPI has been involved staff will inform parents/carers/social workers via phone on the same day.
- 14.3 Through frequent and open engagement with parents/carers/social workers, they should be actively involved in the development of behaviour plans as well as any review.

## 15. Informing Other Agencies

- 15.1 Occasionally it may be required for school to update other agencies involved with pupils. CPOMS data may be used to inform medical or multi-disciplinary meetings and where possible this should be communicated with parents, carers and social workers beforehand. In line with the legal requirements set out by the Data Protection Act (2018) any personal information will be used correctly and safely.

## 16. Injuries to Pupils / Staff

- 16.1 If a pupil or member of staff is injured during an incident, the incident must be recorded on CPOMS and may be reportable under RIDDOR. The Trust appointed Competent Person should be asked to advise on this.
- 16.2 If a child or young person is injured during an incident the school staff should seek medical advice from a first aider as soon as the child/young person are



calm enough to receive it. Parents/carers/social worker should be informed via a letter from the First Aider or by phone.

- 16.3 If a member of staff is injured during an incident they should leave the incident as soon as it is safe to do so and receive medical advice from the First Aider.
- 16.4 All staff should refer and adhere to the Health and Safety Policy for further guidance in this area.

## 17. Searching and the retention of confiscated items

- 17.1 Staff members will use their discretion to confiscate, retain and/or destroy any item found due to a search with the student's consent, so long as it is reasonable in the circumstances. Where any item is reasonably suspected to be an offensive weapon, it will be passed to the police.
- 17.2 Staff members will be legally protected from liability in any proceedings brought against them for any loss of, or damage to, any item they have confiscated, provided they acted lawfully.

## 18. Confiscation, retention and disposal of prohibited items

- 18.1 Staff members carrying out a search will be permitted to seize any item they have reasonable grounds for suspecting is a prohibited item or is evidence in relation to an offence.

When a staff member conducting a search finds:

- **Alcohol**, they will retain or dispose of the item as they see appropriate; the alcohol will not be returned to the student or their parent/carer.
- **Controlled drugs**, they will deliver them to the police as soon as possible; however, they may also be disposed of if the staff member thinks there is a good reason to do so.



- **Other substances** which are not believed to be controlled drugs, they will confiscate them if they believe them to be detrimental to behaviour, discipline and safety.
- **Stolen items**, they will deliver these to the police as soon as possible or return them to the owner if they think there is a good reason to do so.
- **Tobacco cigarette papers or vapes**, they will retain or dispose of them; they will not be returned to the student or their parent/carer.
- **Fireworks**, they will be retained or disposed of, but not returned to the student or their parent/carer.
- **A pornographic image**, they will dispose of the image unless there are reasonable grounds to suspect that its possession constitutes a specified offence, i.e. the image is extreme or is a child sexual abuse image; in these cases, the staff member will deliver the image to the police as soon as possible.
- **An item that has been, or is likely to be, used to commit an offence or to cause personal injury or damage to property**, they will deliver the item to the police, return the item to the owner, or retain or dispose of the item.
- **Weapons** or items which are evidence of an offence, they will pass the item to the police as soon as possible. See section 19 for further information on weapons in school.

## 19. Weapons in School

- 19.1 As young people develop into maturity they naturally experiment with their behaviour and test boundaries. The younger they are, the less capacity they will have for restraining themselves, resisting temptation or resisting peer pressure. None of these excuse poor or criminal behaviour. It actually increases the need to intervene as early as possible, to show that actions have consequences, and that harm is being caused.
- 19.2 Possession of a weapon is a criminal offence. The law provides the police and schools with specific powers to deal with incidents involving weapons.
- 19.3 The definition of an Offensive Weapon is:



- Any article made or adapted for use for causing injury to the person, or intended by the person having it with them for such use by them, or by some other person. This includes Tasers.
- BB guns (plastic pellet guns) - The possession of these types of guns under legislation is not an offence as they are deemed to be toys. However, if from a school's perspective they breach school rules, they could be seized and retained under the Education Act.

19.4 Headteachers and/or authorised staff may use reasonable force when conducting a search for knives or weapons that they reasonably suspect to be brought onto the school premises or are likely to be used to commit an offence or cause harm.

## 20. Weapon Incident Reporting

20.1 Where an immediate police response to an incident at the school is required, school will dial 999. For example: a student has been detained in possession of a knife on school premises and poses, or is likely to pose, a risk of:

- Danger to life;
- Use or immediate threat of use, of violence;
- Serious injury to a person;
- Serious damage to property.

20.2 When there isn't such an immediate risk, schools will report incidents to the police non-emergency number by dialling 101. For example, a student has been searched and found to be in possession of a knife which has been seized, and the student does not pose any further risk as detailed above.

20.3 Due to the serious nature of weapons possession and potential consequences, contact will be prompt in order that future risk is managed and behaviour confronted. When reporting incidents of weapons possession to 101, school will always request and record the incident log reference number. This will facilitate further contact in relation to the incident.

20.4 School will retain the weapon in a safe place until police attend and seize the weapon for evidential purposes. Once it is established that a weapon is unlawful, a crime record will be created and a proportionate investigation will ensue.



## 21. Suspension and Permanent Exclusion

- 21.1 The headteacher can use suspension or permanent exclusion in response to a serious incident(s), or in response to persistent poor behaviour which has not improved following support, interventions and in-school sanctions.
- 21.2 All suspensions and permanent exclusions should follow the guidance as set out in the Nexus Exclusions Policy and should not be used for:
- poor academic performance
  - lateness or truancy
  - one-off breaches of school uniform or rules on appearance
  - behaviour of students' parents.

See separate policy for more information.

## 22. Safeguarding, Complaints and Whistleblowing

- 22.1 As outlined in our Child Protection and Safeguarding Policy we strive to 'create an environment and an ethos whereby all staff and volunteers feel able to raise concerns'. The Trust encourages staff that are concerned about the wellbeing of a pupil or feel that an incident has not been addressed within the best interests of the pupil to consult the Child Protection and Safeguarding Policy, Complaints Policy and the Whistle Blowing Policy for further guidance.

## 23. Further Support

- 23.1 If RPI has been used on one occasion the child's parents/carers or social worker must be informed on the same day (i.e. a phone call home from the Class Teacher or Teaching Assistant). An agreement will be made and recorded to detail the most appropriate RPI to be used should the situation arise again. This must be built into the child's individual plan.
- 23.2 At this point the class/school team will:



- Undertake ongoing observations
- Attend meetings where they will engage with others (i.e. the inclusion team) to look at developing a structured approach to support.
- Implement this whilst continuing to observe and record using a 'Record of Behaviours'. which will be monitored for a further half term at which point staff will work alongside the behaviour lead to evaluate the success of the support.

23.3 If the team conclude this is working it should be continued but evaluated regularly.

23.4 If the team conclude the plan is not working, then a meeting with the school leadership team should be arranged. This will enable the team to discuss and determine the next steps including any referral to outside agencies

23.5 At Pennine View we acknowledge and value the support offered to us by outside agencies (e.g. the Educational Psychology Service). Where learners have not benefited from a modified approach to the behaviour system the class team will contact the school's school leadership team and a referral will be made to the relevant outside agency/agencies. The school will then work alongside such agencies to support learners.