

SAINT BEDE'S CATHOLIC HIGH SCHOOL
LYTHAM



Behaviour Policy

School Mission Statement

“We aim to reflect the true Christian Values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually and so participate fully in the real world”.

Behaviour Policy Introduction

At St Bede’s Catholic High School, our Behaviour Policy is at the heart of everything we do. We are aiming for nothing less than exceptional, every lesson, every day. Inspired by our Catholic values, it shapes a caring and respectful environment where every pupil feels safe, valued, and able to thrive. We believe that high standards of behaviour are essential for learning, personal growth, and the development of character.

Our approach is rooted in the virtues of kindness, respect, and responsibility. By working together; pupils, staff, and families – we create a community where everyone is encouraged to reach their full potential, both academically and personally. Through clear expectations and consistent support, we help our young people grow into confident, compassionate individuals, ready to make a positive difference in the world.

Aims of the policy

The aims of our behaviour policy are:

- Create a positive culture that promotes excellent behaviour, ensuring that all pupils have the opportunity to learn in a calm, safe and supportive environment and we rewarded for their positive behaviour
- Establish a whole-school approach to maintaining high standards of behaviour that reflect the values of the school
- Outline the expectations and consequences of behaviour
- Provide a consistent approach to behaviour management that is applied equally to all pupils
- To effectively communicate our expectations around behaviour, uniform and appearance and equipment
- To ensure that every reasonable opportunity is given for reconciliation between school, pupil and family and the complete reintegration of excluded pupils into the school community if at all possible.

Legislation and guidance

This policy is based on the following guidance from the Department for Education (DfE):

- Behaviour and discipline in schools
- Searching, screening and confiscation: advice for schools 2022 (use from 1 Sep 2022)
- The Equality Act 2010
- Use of reasonable force in schools
- Supporting pupils with medical conditions at school
- KCSiE
- Sexual violence and sexual harassment between children in schools and colleges.
- DfE statutory mobile phone guidance

It is also based on the

- special educational needs and disability (SEND) code of practice.

Uniform and Appearance

The Governors have approved the uniform to be worn and parents are asked to co-operate by providing the items listed overleaf and insisting upon their children being properly dressed.

This is of vital importance and a crucial bearing on the tone and general discipline of a school. Above all, it shows everyone that all pupils are part of our community. Our uniform suppliers for new/badged items are:

- Top Marque Uniforms 7A Park Road, St. Annes, FY8 1QX
- Whittakers School Wear 106 Highfield Road, Blackpool, FY4 2JF

Families who would like to be supported by the provision of pre-loved uniform can request this via the School Office.

Main School Uniform

All items below are **compulsory**:

- Navy blazer with school badge
 - Blazers must be worn at all times but may be removed for comfort during lessons in classrooms, when seated in the dining room and when outside during break or lunchtime
- House tie (only available to purchase from school)
- Pale blue long or short-sleeved shirt for Years 7 – 10 and a red long or short-sleeved shirt for Year 11
- Traditional flat, black, 'polishable' sturdy school shoes
 - boots, trainers, trainer-type and lightweight 'ballet' slip-on shoes are unacceptable
 - Shoes must be all black with no visible logo or other embellishments

- An option of:
 - Black, traditional, full-length, straight-leg school trousers (jeans, jeggings, leggings, skinny-fit and flared trousers are not permitted).
 - With trousers, socks must be black, dark grey or white and fully cover the ankle to the trouser hem ('trainer' or 'invisible' socks are not acceptable)
 - Navy pleated skirt with Saint Bede's logo
 - Skirts must be a **minimum of a 22" length** worn **to or below the knee**, the badge on the waistband must be fully visible with the skirt fully unrolled
 - With skirts, either plain white knee-length socks or black opaque (70% denier) tights may be worn

Items below are **optional**:

- Navy V-neck jumper with school badge
 - jumpers must not be tucked in to skirts/trousers or tied at the back

P.E. Kit

All items are **compulsory**:

- Blue polo shirt with Saint Bede's badge
- Blue PE hooded top with Saint Bede's badge
- White sports socks
- An option of:
 - Unbranded navy shorts
 - Unbranded navy tracksuit bottoms
 - Unbranded black sports leggings
- Sports trainers suitable for sporting activities, demonstrating grip and support (Fashion trainers including Converse and Nike Air Force are not suitable – please check with the PE department if you are unsure).

PE kit must be brought to all lessons, even if pupils are excused for medical reasons. In these circumstances they will be set appropriate tasks to complete (such as acting as a Coach, Referee or Choreographer).

Pupils requiring an inhaler must bring it to each lesson, labelled clearly with their name & form.

Additional guidance for specific PE activities

The information below is based on advice from relevant governing bodies in line with the latest version of 'Safe Practice in Physical Education and Sport':

- Football: In addition to full PE kit, pupils who represent the school team must wear shin pads. These are also **recommended for football lessons**.

- Cross Country/Outdoor Fitness: Your child may participate in a number of cross country runs or other outdoor fitness activities (usually in winter if the Sports Hall is being used for exams). In these circumstances, you may be asked to send your child into school with old and suitable clothing for running outside in all kinds of weather conditions. Pupils will be told in advance if this will be required.
- Trampolining: Long sleeved top, tracksuit bottoms or leggings and belly button piercings must be removed.
- Summer activities: It is advisable to put sunscreen on your child before leaving for school and to encourage them to reapply before they go outside for a PE lesson/practice/fixture. Pupils will also spend time on the school field where, at times, grass is freshly cut. Please take into account any medication needed, i.e., hay fever tablets.

Make-Up

The school believes that make-up is not appropriate for children in a school environment. Pupils will be asked to remove make-up if they present as wearing make up in school. All of the below are not acceptable and must not be worn:

- Make-up of any kind
- Fake tans
- False eyelashes
- Eyebrow enhancements
- Nail varnish or false/acrylic nails
- Tattoos (including Henna or Mehndi)

Jewellery

Pupils may wear a suitable watch however; smart watches are **not** permitted. No other jewellery of any kind is permitted, including any form of ear jewellery, rings, bracelets or necklaces.

No exceptions will be made to this policy, including on the basis that time for healing is required. Plastic 'retainers' are not an acceptable alternative to jewellery that is not permissible in this policy.

Hair

Hair must be styled in an appropriate manner that is acceptable to the school. Examples of inappropriate hairstyles, which are not permitted, include:

- Shaved lines or patterns
- Shaven hair shorter than a 'number two', covering all or part of the head
- Haircuts incorporating a 'skin fade'
- Hair extensions or braids
- Hair presented in a non-natural colour, or more than one colour
- Hair styles incorporating hair of significantly different lengths
- Excessive use of gels or other styling products

Long hair must be tied back for practical activities such as PE lessons, Technology lessons and Science practical work.

Pupils should be clean-shaven, with no facial hair such as beards, 'goatees' or moustaches.

Coats

A suitable outdoor coat or anorak may be brought to school. These must be removed when pupils are inside the school building, with the exception of corridors when pupils are entering or leaving the building.

Hooded jumpers, sportswear, tracksuits, sweatshirts, gilets and body warmers are not permissible as outdoor coats and should not be brought to school.

Bags

All pupils should bring a bag to school. This should be strong and sturdy enough to carry exercise books, classroom equipment and PE kit.

Compliance

The Headteacher or, in their absence, the Deputy Headteacher, will be the final arbiter in all matters relating to uniform and appearance.

Pupils will be sanctioned for non-compliance with this policy. This may include attending detentions and/or working in reflection until the pupil is fully compliant with the policy.

Persistent and defiant breaches may result in suspension.

Clothing and jewellery that are not permissible within this policy will be confiscated and retained by the school office until the end of the school day. For persistent, defiant or extreme breaches, items may be retained by the school office until they are collected by a Parent/Carer.

In some circumstances, pupils may be asked to go home briefly to remedy a breach of this policy. Parents/Carers will be notified in these circumstances.

The school recognises its legal obligations under the Equality Act 2010 and will allow for adaptations to our policy on the grounds of equality.

Parents/carers should contact the Headteacher should they wish to discuss an amendment to the policy in relation to protected characteristics.

Equipment

Pupils at Saint Bede's are expected to have the below equipment to guide their academic excellence, promote organisation and ensure successful learning and progress.

- Relevant exercise books/booklets for the day's lessons
- PE kit where applicable
- Water bottle
- A Pencil Case containing:
 - A black or blue ballpoint pen, with at least one spare
 - A multi-pen that includes black/blue and green ink, or a green ballpoint pen and a spare
 - A pencil and pencil sharpener
 - A glue stick
 - A ruler (15cm or 30cm)
 - A scientific calculator
- A Saint Bede's Academic Excellence Pack, purchased from the school annually

Punctuality

All pupils are expected to arrive to school on time every day. School starts with a morning line up at 8:40am. The pupil entry gate is locked at **8:45am** and pupils arriving after this time are late.

Pupils arriving after 8:45am are expected to arrive and sign in at reception.

Further information can be found on our Attendance Policy.

Sanctions for punctuality are as follows:

- Late between 08:45am - 09:05am (form time) – 15-minute lunch detention
- If a pupil receives 2x late during form accumulations in a week and then this sanction is increased to 30-minute lunchtime detention
- Late between 09:05 – 09:30am – 30-minute lunch time detention
- If a pupil receives 2x accumulations at any time the sanction will increase to a 60 minute after school detention
- Pupils arriving after 9:30am – will be taken by on call to triage the reason for lateness in the Reflection room
- 30-minute lunch time detention if no reason for lateness
- P1 -2 – Remain in reflection until end of break
- P3 – 4 – Remain in reflection until end of lunch
- If a pupil receives 2x accumulations at any time the sanction will increase to a 60 minute after school detention

Behaviour Management

Classroom management

At Saint Bede's we expect nothing less than exceptional behaviour, every lesson, every day.

The consequences outlined below are in addition to, not a replacement for, the toolkit of strategies all teachers employ in the classroom.

Teacher Warnings

Unrecorded opportunity for pupils to correct their behaviour before using the Level system

Examples could include:

- Non-verbal cues
- Positive encouragement
- Speaking to the pupil privately
- Reminding the pupil of the expectations
- Asking if the pupil if they need any help

Level 1 Recorded Warning

At Level 1 pupils receive a **recorded warning -1** logged on Synergy.
The pupil may be asked to move seats at a Level 1.
3x Level 1's at any time, will result in a **30-minute lunchtime detention.**

Level 2 Final Warning Lunchtime reflection (30 Minutes)

At a Level 2 pupils receive a **final warning-2** logged on Synergy.
The pupil may be asked to move to an isolated desk in the classroom at a Level 2.
Pupils who receive a Level 2 will sit a same-day (or next day if Period 3) **30-minute lunchtime detention.**

Level 3 Removal and afterschool reflection (60 Minutes)

At a Level 3 pupils will be **removed to another classroom** - ideally to the Head of Department.
Pupils will be logged a **Level 3 Removal -3** on Synergy.
Pupils who receive a Level 3 removal will sit a **next-day 60-minute after school detention.**

Level 4 (Serious Incident) St Paul's Reflection Room

At a Level 4 the pupil has displayed serious poor behaviour which has resulted in them being **removed to the St Paul's Reflection Room.**
The member of staff in the St Paul's Reflection Room will log this on Synergy.
A **75-minute SLT detention on a Friday** will be sat or a **higher-level sanction.**

Home learning

Failure to produce home learning without any reasonable explanation results in the following sanctions:

1. A warning from the class teacher
2. On the second occasion that homework is not produced an afterschool detention is issued for 60-minutes

During the course of the year, through discussions between Heads of Year and Heads of Department it can be identified that completion of home learning is a problem area, pupils will be directed to seek support through the break and lunchtime provision of the St Thomas Aquinas Study Room.

Parents/carers should contact the classroom teacher directly should they have any queries relating to home learning.

General Behaviour

Through the Behaviour Curriculum, pupils have been explicitly trained on each of the routines and expectations at Saint Bede's.

Pupils will be sanctioned for any of the below general behaviours:

- Line up contravention
- Late to school
- Uniform/appearance contravention
- Mobile phone seen/heard/used
- Chewing gum
- Break/lunch misbehaviour
- Bus misbehaviour
- Out of lesson behaviour

Further details on specific sanctions can be found in Appendix 1: Sanctions Tariff.

Pastoral Intervention

There is a staged approach to supporting pupils whose behaviour, organisation or punctuality is causing concern. This begins with the Form Tutor and can move through a number of different interventions; these will be tailored to suit the pupil's specific circumstances.

These interventions may include:

- Lesson-by-lesson report card
- Uniform report card
- Punctuality report card
- Direction to co-curricular clubs

Rewards and Sanctions

Rewards

At the heart of our behaviour system there are a range of strategies that promote and acknowledge good behaviour and conduct. We wish to acknowledge and encourage pupils who follow school rules and contribute positively to the ethos and life of the school.

Detentions

Lunchtime of up to 30 minutes duration and after-school detentions of up to 75 minutes detention are issued as part of this policy.

Notice of detentions are communicated to parent/carer via the Synergy system. It is expected that all parents/carers will engage with this system and ensure they have access to it.

A pupil who fails to attend any detention issued may be issued with a 75-minute SLT after-school detention on a Friday between 3.15pm and 4.20pm

Failure to attend the SLT detention will result in an Internal Exclusion Day (INEX) on the following school day.

Reflection

The Behaviour Manager has responsibility for the oversight of the St Paul's Reflection Room. This room will be supervised at all times.

Pupils may be directed to spend time in the St Paul's Reflection Room for a range of incidents of misbehaviour including, but not exclusively, Level 4 incidents, failure to attend detentions, discriminatory/derogatory language and internal truancy.

Occasionally, a pupil returning from a fixed-term suspension may be directed to work in the reflection room on their first day back as part of a reintegration plan.

Pupils must hand their mobile phones in to the Behaviour Manager upon entering the reflection room.

Work is provided for pupils to complete in reflection; where appropriate this will be similar work to that being completed in class. There is a clear set of expectations in the reflection room which pupils must follow including the completion of work provided, handing their mobile phone in and not distracting others.

Non-compliant or disruptive behaviour in the Reflection Room may result in an extension of the sanction, an External Reflection (off-site direction) to another local school or suspension from school.

Internal Exclusion

For serious incidents which can be managed in school, a sanction of an Internal Exclusion (INEX) may be issued. In this case a pupil attends school on a different timetable from their peers and works in the St Paul's Reflection Room. The day begins at 8.30am (pupils will access school at reception at this time) and finishes at 4.30pm. Multiple INEX days can be issued depending on the severity of the incident.

Incidents which might lead to this sanction include but are not limited to the following:

- Refusal to comply with mobile phone policy
- High-level anti-social behaviour
- High-level non-compliance/disrespect
- Leaving school site without permission
- Serious incident of discriminatory/derogatory language
- Aggressive/intimidating behaviour
- Possession of items related to vaping/smoking
- Vaping/smoking in the community (when identifiable as a pupil of St Bede's)

Non-compliant or disruptive behaviour in the Reflection Room during an INEX day may result in an extension of the sanction, an External Reflection (off-site direction) to another local school or suspension from school.

External Reflection (Off-Site Direction)

For more serious or persistent incidents, a sanction of an External Reflection or off-site direction may be issued. In this case a pupil is directed to attend another local school and work in their internal exclusion/reflection space. We routinely work with the below three schools for this provision:

- St Marys Catholic Academy, Blackpool
- Carr Hill High School
- Lytham St Anne's High School

Parents/carers will be informed by telephone call if their child has been sanctioned with an external reflection or off-site direction, and transport will be arranged where required.

Pupils are expected to work compliantly at the alternative school and complete the day successfully. Should the pupil not attend, the day will be rescheduled and will only return to Saint Bede's once this sanction has been completed. Should the

pupil fail the day at the alternative school due to poor behaviour, a suspension will be issued.

Incidents which might lead to this sanction include but are not limited to the following:

- Failing the reflection room/internal exclusion day at Saint Bede's
- Persistent internal truancy
- High-level anti-social behaviour
- High-level non-compliance/disrespect
- Leaving school site without permission
- Serious incident of discriminatory/derogatory language
- Aggressive/intimidating behaviour
- Possession of items related to vaping/smoking
- Vaping/smoking in the community (when identifiable as a pupil of St Bede's)

Searching, Screening and Confiscation

The Department provides Searching Screening and Confiscation Advice for schools. This has been updated to include current government guidance following Child Q strip search.

Saint Bede's staff can search pupils with their consent for any item.

The Headteacher and staff members authorised by the Headteacher 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.

Reasonable grounds could include:

- Hearing the pupil or other pupils talking about an item
- Being told directly of an item
- Seeing an item
- Noticing a pupil behaving in a way that causes you to suspect that they're concealing an item
- Viewing CCTV footage

Prohibited items are:

- knives and weapons
- alcohol
- illegal drugs
- stolen items
- tobacco, and vapes, electronic cigarettes, cigarettes and cigarette papers
- fireworks
- Pornographic, offensive, discriminatory or otherwise illegal 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, or damage to the property of, any person (including the pupil)
- any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out by a staff member of the same gender which the pupil identifies as; and there must be a witness (also a staff member) and, if possible, they should be the same gender which the pupil identifies as. Staff should always seek the informed cooperation and consent of the pupil before any search takes place.

There is a limited exception to this rule. The Headteacher or an authorised staff member can carry out a search of a pupil of the opposite sex and /or without a witness present, but only where they reasonably believe that 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. The member of staff witnessing the search must also be the same sex as the pupil being searched if this is reasonably practicable. When an authorised staff member conducts a search without a witness, they should immediately report it to another member of staff, and make sure that a record is kept.

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 a pupil, for example on school trips in England or in training settings. Where possible, staff should avoid stating that a pupil can be sanctioned for refusing to consent to a search, as this may imply that the pupil did not freely consent. However, before issuing any sanctions, staff must ensure that;

The pupil understands your instructions and what a search will involve

The pupil has not had a previous negative experience of being searched

If a pupil still refuses to cooperate, staff should;

- Consider sanctioning them in line with the behaviour policy
- Decide whether a search is needed urgently and seek advice from the Headteacher or DSL. During this time, the pupil should be supervised somewhere away from other pupils
- Assess whether it's necessary to use reasonable force to conduct the search. Consider whether this would prevent the pupil from harming themselves or others, damaging property or causing disorder. **Note:** you can only use reasonable force to search for **prohibited items**, not other items banned at school

Staff may confiscate, retain, or dispose of a pupil's property as a disciplinary penalty where it is reasonable to do so. For example, alcohol, fireworks, tobacco, or cigarette papers may be disposed of. These items will not be returned to the pupil.

If a search or confiscation takes place, details are to be recorded onto CPOMS.

Strip Searching

A strip search involves the removal of more than the outer clothing. Strip searches will only be necessary in very exceptional circumstances. Strip searches on school premises can only be carried out by police officers under the Police and Criminal Evidence Act 1984 (PACE) Code A and in accordance with the Police and Criminal Evidence Act 1984 (PACE) Code C. Before calling police into school, staff should assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item. School staff will consider whether introducing the potential for a strip search through police involvement is absolutely necessary and will always ensure that other appropriate, less invasive approaches have been exhausted before calling police into school. Equally, we expect the police to consider all other less invasive approaches before determining a need to undertake a strip search. Police will only be called in to school as a last resort and with the permission of the Headteacher and DSL.

It is never the decision of the school for a strip search to be undertaken. This can only be determined by the police. School staff have a duty of care to pupils and will advocate for pupil wellbeing at all times. Saint Bede's expects police officers to assess and balance the risk of a potential strip search on the pupil's mental and physical wellbeing and the risk of not recovering the suspected item. Unless there is an immediate risk of harm or it is not reasonably possible school staff will inform a parent of the pupil in advance of the potential search, even if the parent is not acting as the appropriate adult. It is expected that such circumstances will be extremely rare and that police will generally be able to take steps to remove any immediate risk of harm to pupil or others. This will allow them to wait for a parent to arrive before conducting the search. Parents will always be informed of any strip search that has taken place. Saint Bede's expects the police officers attending to behave in a proportionate manner and to seek to de-escalate any situation. Therefore, leaders expect that the police will only carry out a search if they think it is necessary to remove an item related to a criminal offence, **and** reasonably consider the pupil might have concealed such an item.

If a search or confiscation takes place on school premises, the Chair of Governors must be informed, and details are to be recorded onto CPOMS. Records will be monitored for any emerging trends.

Pupils will be given appropriate support after any strip search, irrespective of whether the suspected item is found. If an item is found, this may be a police matter, but it will always also be accompanied by a safeguarding process handled by the school which gives attention to the pupil's wellbeing and involves relevant staff.

Mobile Phones and Electronic Devices

We recognise Department for Education (DfE) guidance that all schools should be mobile phone-free by default. We want to support our pupils with their wellbeing by lessening their dependence on electronic devices, reducing digital distraction, and promoting effective face-to-face communication with their peers.

This policy applies to **mobile phones, smartwatches, wireless headphones/earbuds, and all other smart technology** capable of sending/receiving notifications or recording media.

On-Site Expectations

Mobile phones and electronic devices must be **switched off and kept inside a pupil's school bag** from the time a pupil arrives on site at the beginning of the school day until they are leaving the site at the end of the school day.

- This includes when pupils are in classrooms, as well as morning break, lunchtime, and whilst on the school grounds before or after school. It includes both indoor and outdoor spaces.
- Mobile phones and devices may not be carried anywhere other than a school bag, even if switched off. This means a mobile phone cannot be carried on the person (e.g., in a blazer, skirt, or trouser pocket).
- The school will make reasonable adjustments for pupils with verified medical needs (e.g., Continuous Glucose Monitors for Type 1 Diabetes) or specific accessibility requirements, when formally agreed in advance.

Parental-Pupil Communication

- **Pupils:** If a pupil has an important reason to contact a parent/carer during the school day, they must request permission from their Form Tutor or Head of Year, who will make arrangements for contact to be made via official school channels if appropriate. Pupils must not contact a parent/carer directly using their mobile phone, as it must remain switched off and in their bag.
- **Parents/Carers:** Parents/carers must not contact their child via their mobile phone during the school day. If there is an urgent need to contact

your child, please contact the school office first so that appropriate arrangements can be made and messages delivered securely.

Sanctions & Confiscation

In the event of a pupil breaching this policy, the mobile phone or electronic device will be confiscated immediately by a member of staff and taken to the school office to be stored securely.

To ensure a strong general deterrent and maintain school discipline, a breach of this policy carries a mandatory **minimum confiscation period of 7 days** (which will always include a weekend):

- The pupil will be issued with a 75-minute SLT detention on the **Friday of the week following the breach**. The mobile phone will be returned to the pupil following the successful completion of this detention.
- In line with DfE guidelines and Section 94 of the Education and Inspections Act 2006, the Headteacher deems this extended retention period a proportionate disciplinary penalty to prevent repetitive breaches and safeguard the school's focused learning environment.
- The school will not retain mobile phones and electronic devices during school holidays, provided the pupil attends the required detention prior to the closure of school.

Non-Compliance and Escalation

- A pupil who refuses to comply with a request to hand in a mobile phone or electronic device will be directed to the Reflection Room, where they must hand in the device immediately.
- If a pupil refuses to hand over their phone in the Reflection Room, they may be suspended from school. Following their return to school, they must hand in the device for the required confiscation period at the re-integration meeting. They will not be able to return to mainstream lessons until the device has been handed in.
- Persistent or non-compliance with this policy may result in a more severe sanction, such as an increased confiscation period, Internal Exclusion, External Reflection (off-site direction), or suspension from school.

Travel and Digital Passes

Outside of pre-approved medical or accessibility adjustments, no exemptions to the on-site rules or confiscation periods will be granted on the basis that a mobile phone is necessary for a pupil to travel home (such as due to a digital Bus Pass 'app').

If a pupil's phone has been retained under this policy and is required for travel, it will not be released early to the pupil. In such circumstances, the school will

make alternative, appropriate arrangements for the pupil to travel home safely, such as by allowing the pupil to borrow money for a bus fare from the school.

Use of reasonable force

Our school is committed to creating a safe, calm and supportive environment in which all pupils can thrive. We prioritise early intervention, strong relationships, and de-escalation to minimise the need for any restrictive interventions, including reasonable force. The use of restrictive interventions is lawful in limited circumstances but should only ever be used as a **last resort** and for the **least time necessary**.

All members of staff can use reasonable force **only when necessary** to:

- prevent a pupil from causing injury to themselves or others
- prevent serious damage to property
- prevent a criminal offence
- stop serious disorder in the school environment

Any force used must be **proportionate** and **the minimum necessary** to achieve safety. Staff are expected to consider alternatives first and use restrictive interventions only where they are assessed as necessary and effective.

Reasonable force includes physical interventions that restrict movement, but **must never**:

- be used as punishment
- involve actions that restrict breathing or circulation
- involve unsafe holds, including pressure on the neck, chest, abdomen, or covering the mouth or nose
- be used in a way that escalates risk or increases harm

The school does **not** operate a “no contact” policy. It is appropriate for staff to use every day, non-restrictive physical contact for purposes such as:

- providing first aid
- guiding or escorting pupils safely
- offering comfort to a distressed pupil
- demonstrating PE or practical techniques

These forms of contact do **not** constitute restrictive intervention.

The Headteacher and staff members authorised by the Headteacher can use such force as is reasonable when searching a pupil without consent for prohibited items only. This same approach does not apply where items are on the list of those banned under the school rules but which are not defined as prohibited items.

Seclusion may only be used as a **safety measure** when a pupil is experiencing significant emotional or behavioural dysregulation and poses an immediate risk of harm. It must:

- never be used as punishment or through threat of sanction
- take place in a safe, supervised space
- end as soon as the risk has reduced
- be recorded and reported

Removing a pupil from class for disciplinary reasons is **not** seclusion.

The school must record and report:

- any **significant incident** involving the use of force
- **all uses of seclusion or restraint**, including restraint without physical contact

All records of the use of seclusion or restraint must be recorded on CPOMS, reviewed and signed off by a senior member of staff within 24hrs of the restraint.

Parents must be informed **as soon as possible and ideally the same day**, unless doing so would likely cause serious harm.

Following any use of restrictive intervention, the school will:

- ensure pupils and staff receive medical attention where needed
- provide an opportunity for reflection and debrief with a member of the Senior Leadership Team
- review triggers, strategies, and support plans
- monitor wellbeing of all pupils involved, including those who witnessed the incident

All staff will receive suitable training, including:

- prevention and de-escalation strategies
- legal responsibilities and safe practice
- understanding pupil needs, including SEND and trauma-informed approaches

Out of school behaviour

This policy applies to all pupils when they are in school, and in some circumstances, at the discretion of the Headteacher, when they are out of school during and outside school hours and term time.

Our policy covers any inappropriate behaviour when pupils:
(This is not an exhaustive list)

- are taking part in any school organised or school related activity
- are travelling to or from school
- are wearing school uniform
- are in some way identifiable as a pupil within our school
- behaviour could have repercussions for the orderly running of the school
- pose a threat to or affects the welfare of another pupil or member of the public
- could adversely affect the reputation of the school.

Saint Bede's is committed to ensuring our pupils act as positive ambassadors for us in the community. Taking the above into account, we expect the following:

- good order on all transport (including taxis) to and from school, educational visits or learning opportunities in other schools
- good behaviour on the way to and from school
- positive behaviour, which does not threaten the health, safety or welfare of our pupils, staff, volunteers or members of the public
- reassurance to members of the public about school care and control over pupils in order to protect the reputation of the school
- protection for individual staff and pupils from harmful conduct by pupils of the school when not on the school site.

The same behaviour expectations for pupils on the school premises apply to off-site behaviour.

Sexual Harassment and Sexual Violence

The school will ensure that all reported incidents of sexual harassment and/or violence are met with a suitable and immediate response, and never ignored.

We recognise that even if there are no reported cases of child-on-child abuse, it may still be taking place but is just not being reported. We have a zero-tolerance approach to abuse, and it will never be tolerated.

Pupils are encouraged to report abuse or anything that makes them uncomfortable, no matter how 'small' they feel it might be. Saint Bede's staff will be provided with education on sexual harassment and violence in order that they recognise potential incidents and respond appropriately.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis.

Sanctions for sexual harassment and violence are set out in the Sanctions Tariff in Appendix 1.

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for:

- responding to a report
- carrying out risk assessments, where appropriate, to help determine whether to:
 - manage the incident internally
 - refer to early help
 - refer to children's social care Report to the police.

The school follows the following statutory guidance: KCSiE September 2025, Sexual Violence and Sexual Harassment Between Children in Schools and Colleges and the Child Protection and Safeguarding policy - please refer to these for more information.

Suspensions and Permanent Exclusions

The decision to suspend or exclude

Only the Headteacher can exclude or suspend a pupil from school and care must be taken to avoid 'informal' or 'unofficial' suspensions (e.g. sending a child off-site for a 'cooling down' period). Where a pupil has received multiple suspensions or is approaching the legal limit of 45 school days of suspension in an academic year, the Headteacher will consider whether suspension is providing an effective sanction.

We are committed to following all statutory exclusion/suspensions and suspensions procedures to ensure that every child receives an education in a safe and caring environment, and the decision to exclude a pupil will only happen;

- In response to serious or persistent breaches of the school's behaviour policy, and
- If allowing the pupil to remain in school would seriously harm the education or welfare of others

A permanent exclusion will only be used as a last resort where all alternatives have been considered and all strategies to change behaviour have failed. It must be demonstrated that allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Exclusion/suspensions are illegal if they occur for non-disciplinary reasons, such as:

- additional needs for a disability that the school or college feels it is unable to meet;
- lack of academic attainment/ability;
- the actions of a pupil's parent(s) or carer(s); or
- failure of a pupil to meet specific conditions before reinstatement.

Before deciding whether to exclude or suspend a pupil, either permanently or for a fixed period of suspension, the Headteacher will;

- Consider all the relevant facts and evidence, including whether the incident(s) leading to the exclusion/suspension or suspension were provoked
- Allow the pupil to give their version of events
- Consider if the pupil has special educational needs (SEN). If a pupil is SEN the Headteacher will take this into account when considering whether or not to exclude and will take 'reasonable steps' to ensure that a SEN pupil is not treated less favourably for reasons related to their need or disability. It must be demonstrated that the school has regard for the SEND Code of Practice and has provided extensive means of support to help meet the pupil's needs. Early intervention to address underlying causes of disruptive behaviour should include an assessment of whether appropriate provision is in place to support any SEND that a pupil may have. Any intervention strategies should be discussed with and involve the pupil's parents.
- Consider if the pupil has any other characteristic where statistically it has been identified that those within those groups are disproportionately represented in national exclusion/suspensions and suspensions data. As well as pupils with SEND this will include;
 - Children in receipt of FSM
 - Children who are looked after
 - Children who are disadvantaged
 - Children who are Gypsy Roma, travellers of Irish heritage and Black Caribbean

Where it is identified that the pupil falls into one or more these categories, the school should ensure that intervention has been offered to address underlying causes of disruptive behaviour and that all intervention and its' impact has been documented.

Informing parents

The Headteacher will provide the following information, in writing, to the parents of an excluded or suspended pupil:

- The reason(s) for the exclusion or suspension

- The length of a suspension or, for a permanent exclusion, the fact that it is permanent
- Information about parents' or carers right to make representations about the exclusion or suspensions to the governing board and how the pupil may be involved in this
- How any representations should be made
- Where there is a legal requirement for the Governor's Discipline Committee (GDC) to meet to consider the reinstatement of a pupil, and that parents have a right to attend a meeting, be represented at a meeting (at their own expense) and to bring a family member or friend
- Details of when and how the reintegration meeting will take place (remotely or face to face), expectations of attendance by parent(s) or carer(s) and who they and the pupil will be meeting with.

• The Headteacher will notify parents/carers verbally by the end of the afternoon session on the day their child is excluded/suspended as to the reasons for the exclusion/suspension. This responsibility can also be designated to another senior member of staff. They will explain that for the first 5 school days of an exclusion/suspension, or until the start date of any alternative provision where this is earlier, parents or carers are legally required to ensure that their child is not present in a public place during school hours without a good reason. Parents/carers will be told that they may be given a fixed penalty notice or prosecuted if they fail to do this.

After this initial conversation, full details of the exclusion/suspension and the process will then be followed up by a letter containing information from the above bullet points. Written notification can be provided by delivering it directly to the parent(s) or carer(s), leaving it at their usual or last known home address, or posting it to that address. Notices can also be sent electronically if the parents have given written agreement for this kind of notice to be sent in this way.

If alternative provision or off-site direction is being arranged, the following information will be included when notifying parents/carers of an exclusion/suspension:

- The start date for any provision of full-time education that has been arranged
- The start and finish times of any such provision, including the times for morning and afternoon sessions, where relevant
- The address at which the provision will take place
- Any information required by the pupil to identify the person they should report to on the first day

Where this information on alternative provision is not reasonably ascertainable by the end of the afternoon session, it may be provided in a subsequent notice, but it will be provided no later than 48 hours before the provision is due to start. The only exception to this is where alternative provision is to be provided before the sixth day of an exclusion/suspension, in which case the information can be provided with less than 48 hours' notice with parents' or carers' consent.

Principles of Natural Justice

All factual determinations are based on a balance of probabilities, both by the Headteacher and at any subsequent review. This means that the Headteacher or reviewing panel should accept that something happened, if it is more likely that it happened than that it did not happen. In making their decisions to exclude, the Headteacher must ensure that their decisions are fair, based on the facts of the incident and do not include any elements of discrimination.

Members of the panel should be impartial, unprejudiced, have taken no previous part in the specific case, and have no personal interest in its result. When reporting on exclusion/suspensions, Headteachers should not discuss individual incidents with members of the GDC as cases may be referred to them for review. Parent(s) or carers should be informed of the case put forward by the school/college and have an opportunity to challenge it. Both parties should be allowed to present their case without unreasonable interruption.

Aggressive, repetitive or unnecessarily over-long presentations hinder the effectiveness of the review process and the Chair of the exclusion/suspensions panel will retain discretion to curtail any such presentation.

Parent(s) or carer(s) should be able to bring a friend or adviser with them. An effective meeting, however, will not be able to accommodate large groups of people and the Chair retains ultimate discretion as to the attendance of invited parties beyond a reasonable number. All documents to be used in evidence should be distributed to all parties at least five working days before the hearing. If new material is introduced at the hearing, all parties must have time to consider it. Should such material be voluminous, the Chair has the discretion to adjourn the meeting to allow proper review. No party to the hearing should be in the presence of the panel unless the other party is also present. Every party should feel that they have had a full opportunity to present their case and have it duly considered.

Malicious allegations against staff

Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Headteacher will consider whether to take disciplinary action in accordance with this policy.

Where such an allegation is made, appropriate support will be provided to the member of staff(s) affected.

Staff Training

Behaviour management and school's behaviour policy is a topic covered in September (start of year) training and in staff induction. This is supplemented through the year as needed.

We explicitly train both staff and pupils through our Behaviour Curriculum at the beginning of each academic year, term and throughout the year when required.

Our staff are provided with training on managing behaviour, and where needed including proper use of restraint.

Behaviour management will form part of continuing professional development.

Bullying

If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached and the school's Anti-bullying Policy will be followed.

We encourage pupils to report any form of unkind behaviour and all pupils should be reassured that all reported incidents will be handled in accordance with the processes described in the policy.

Partnership with parents/carers

Parents/carers are expected to sign the Home-School Agreement and are encouraged to work with the school to ensure that their children contribute to the maintenance of a safe and secure learning environment.

Parents/carers are required to use their best endeavours to ensure that their children's behaviour does not prevent others from learning effectively.

Parents/carers are entitled to an explanation of actions taken by the school, particularly the application of sanctions and the treatment of anti-social behaviour.

Parents do not have the legal right to withhold permission for detentions and are expected to co-operate with the school to ensure that pupils can return home safely.

Links to other policies and procedures

- Child Protection and Safeguarding policy
- Anti-bullying policy
- Attendance Policy
- Home-School Agreement

Document Control Table

Document Title:	Behaviour Policy
Owner: (FGB/Cttee/HT)	Bakhita Committee
Policy Lead:	Rebecca Bridges (SAHT)
Approved on:	2 nd July 2026
Approved by:	Full Governing Body
Version	2026/27
Review date:	Autumn term 2027

Appendix 1 – Sanctions Tariff

Categories	Behaviours	Points	Detention	Duration
Classroom Related	Equipment accumulation	0	Afterschool	30-minutes
	Homework incomplete/oustanding	-3	Afterschool	60-minutes
	Level 2	-2	Lunchtime	30-minutes
	Level 3	-3	Afterschool	60-minutes
	Late to lesson	-1	Warning - Accumulation x3 for detention	
	Lack of equipment	-1	Warning - Accumulation x3 for detention	
		-2	Lunchtime	30-minutes
		-3	Afterschool	30-minutes
	Misuse of school computer	-3	Afterschool	30-minutes
	PE kit - Incorrect	-1	Warning - Accumulation x3 for detention	
	Late to lesson accumulation	0	Afterschool	30-minutes
General Behaviour	Break/lunch misbehaviour	-2	Lunchtime	30-minutes
		-3	Afterschool	30-minutes
		-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
	Bus misbehaviour	-2	Lunchtime	30-minutes
		-3	Afterschool	30-minutes
		-3	Afterschool	60-minutes
		-4	SLT Friday	75-minutes
		-5	St Paul's Reflection Room	
	Chewing gum	-3	Afterschool	60-minutes
	Late to school during registration	-1	Lunchtime	15-minutes
	Late to school 09:05-09:30am	-2	Lunchtime	30-minutes
	Late to school after 9:30am	-2	Lunchtime	30-minutes
		-5	St Paul's Reflection Room	
	Line up contravention	-1	Warning - Accumulation x3 for detention	
		-3	Afterschool	30-minutes

	Mobile phone seen/heard/used	-3	Afterschool	30-minutes
	Transition/corridor behaviour	-3	Afterschool	30-minutes
		-3	Afterschool	60-minutes
		-4	SLT Friday	75-minutes
		-5	St Paul's Reflection Room	
	Uniform/Appearance contravention	-1	Warning - Accumulation x3 for detention	
		-3	Afterschool	30-minutes
		-5	St Paul's Reflection Room	
	Uniform accumulation	0	Afterschool	30-minutes
Pastoral/Middle Leaders	Aggressive/violent behaviour	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Banned/inappropriate item - use/possession	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Bringing the school into disrepute	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Dangerous behaviour	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Dishonesty	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Failure to attend detention	-3	Afterschool	30-minutes
		-3	Afterschool	60-minutes
		-4	SLT Friday	75-minutes
	Level 4 - Removal to St Paul's Reflection Room	-4	SLT Friday	75-minutes
		-5	St Paul's Reflection Room	
	Offensive language towards an adult/pupil	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Theft	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Truancy - Internal	-3	Afterschool	60-minutes

		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Truancy - External	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Unkind behaviour towards an adult/pupil	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Vandalism/Graffiti	-3	Afterschool	60-minutes
		-5	St Paul's Reflection Room	
		-6	External Reflection	
	Vaping in possession/use	-5	St Paul's Reflection Room	
		-6	External Reflection	
Senior Leaders	All behaviours below could result in:	-3	Afterschool	60-minutes
	Bullying	-4	SLT Friday	75-minutes
	Damage	-5	St Paul's Reflection Room	
	Failed St Paul's Reflection Room/IN-EX Day	-6	External Reflection	
	Prejudicial and discriminatory language	-7	IN-EX Day	
	Physical assault			
	Serious incident			
Suspension/PEX	All behaviours below could result in:	-10	Suspension	
	Physical assault against a pupil	-20	Permanent Exclusion	
	Physical assault against an adult			
	Verbal abuse/threatening behaviour against a pupil			
	Verbal abuse/threatening behaviour against an adult			
	Use or threat of use of an offensive weapon or prohibited item			
	Bullying			
	Racist abuse			

	Abuse against sexual orientation and gender identity			
	Abuse relating to disability			
	Sexual Misconduct			
	Drug and alcohol related			
	Damage			
	Theft			
	Persistent or general disruptive behaviour			
	Inappropriate use of social media or online technology			
	Wilful and repeated transgression of protective measure in place to protect public health			